

Janitorial bid comparison sheet

Use one copy per bid and write "not stated" wherever the proposal is silent.

Company bidding _____

Walkthrough date _____

Reviewed by _____

Date _____

Scope and frequencies

- ☐ Every area on your room list named
- ☐ Frequency shown beside each area
- ☐ Periodic floor and carpet work listed with an interval

Hours and entry

- ☐ Service nights or days stated
- ☐ Approximate start time stated
- ☐ Entry method: key, alarm code, badge or escort
- ☐ Entry rules from building security covered

Supplies and equipment

- ☐ Who provides toilet paper and paper towels
- ☐ Who provides hand soap, seat covers and can liners
- ☐ Dispensers included or kept
- ☐ Equipment and chemicals supplied by
- ☐ Storage space needed on site

Supervision and inspections

- ☐ Who inspects the work
- ☐ How often inspections happen
- ☐ How results reach you
- ☐ Crews background-checked before working on site

Insurance

- ☐ Insured
- ☐ Bonded
- ☐ Workers' compensation carried
- ☐ Proof of insurance sent before the first visit
- ☐ Proof of insurance names the right holder

Communication

- ☐ Your contact named, with phone and email
- ☐ How a missed task is reported
- ☐ How it is followed up
- ☐ How room or schedule changes are confirmed

Start-up plan

- ☐ Keys and alarm codes arranged
- ☐ Supply setup before the first visit
- ☐ First-week checks described
- ☐ Proposed start date

Notes
