Janitorial bid comparison sheet

Use one copy per bid; tick what the bid answers clearly and note any gaps.

Company _____ **Bid date** _____

Reviewed by _____ **Your contact at the company** _____

Rooms, tasks and how often

- ☐ Nothing from your room list is missing
- ☐ Each area has a stated frequency, not "as needed"
- ☐ Restrooms, breakrooms and entries covered on every visit
- ☐ Weekly and monthly tasks named, such as high dusting and baseboards
- ☐ Floor care on its own calendar: extraction, scrubbing, recoating, strip-and-wax
- ☐ Day porter hours shown apart from night service

Hours and access

- ☐ Service nights or days stated
- ☐ Start and finish window fits your quiet hours
- ☐ Hours on site or crew size given for a typical visit
- ☐ Handling of keys, fobs and alarm codes explained
- ☐ Locked rooms and off-limits spaces acknowledged

Supplies and equipment

- ☐ Who buys restroom paper, soap and can liners
- ☐ Cleaning chemicals and equipment covered
- ☐ Storage needs for equipment and supplies noted
- ☐ Floor machines for periodic work included

Inspections, insurance and screening

- ☐ How work quality is checked, and by whom
- ☐ Insurance and workers' compensation stated
- ☐ Bonding stated
- ☐ Crew background checks mentioned
- ☐ Proof of insurance offered before work begins

Communication and start-up

- ☐ How to reach the company with requests and missed items
- ☐ How quickly requests are acknowledged
- ☐ Start date and plan for the first night
- ☐ Check-in planned once service settles
- ☐ How later changes to rooms or frequencies are handled

Follow-up

- ☐ Blank or vague lines listed as questions for this bidder
- ☐ Answers received and noted

Notes