

Janitorial bid comparison sheet

Use one copy per bid, fill it in as you read, then set the sheets side by side.

Company bidding _____

Your contact there _____

Date received _____

Walkthrough date _____

Scope and frequencies

- ☐ Priced against our written scope, not the bidder's own
- ☐ Every area we walked is named, support rooms included
- ☐ A frequency is given for each task
- ☐ Floor and carpet projects listed with their intervals
- ☐ Rooms the crew leaves alone are stated
- ☐ Restroom and kitchen frequencies match our request

Hours and access

- ☐ Service nights stated in writing
- ☐ Start and finish window stated
- ☐ Holidays and closures addressed
- ☐ Key, badge and alarm code handling described
- ☐ Building rules for entry, elevators and dock asked about

Supplies and equipment

- ☐ Paper, soap, sanitizer, seat covers and liners: included or ours
- ☐ Vacuums, floor machines and chemicals brought by the crew
- ☐ Product requests such as unscented soap accounted for

Supervision and inspections

- ☐ Named role that inspects the work
- ☐ Inspection schedule stated
- ☐ How we see inspection results
- ☐ Day-to-day contact named
- ☐ Follow-up on missed tasks explained

Insurance and paperwork

- ☐ Proof of insurance received, current, in the company's name
- ☐ Workers' compensation confirmed
- ☐ Bonding confirmed
- ☐ Crew screening described
- ☐ Date each document arrived noted

Communication and start-up

- ☐ Who answers when something goes wrong
- ☐ Walkthrough with the person who checks the work
- ☐ Key and code handover planned
- ☐ Task list confirmed before the first night
- ☐ Check-in set after the first week

Notes
