Janitorial bid worksheet

Use one copy per bid, tick each line the proposal covers and leave silent lines blank.

Bidding company _____ **Proposal date** _____

Reviewed by _____ **Date** _____

Scope and frequency

- ☐ Every room on the floor plan listed, quiet ones too
- ☐ Restricted rooms named with their entry steps
- ☐ Nightly tasks kept apart from weekly and monthly work
- ☐ Periodic work shown on its own schedule
- ☐ Restrooms and kitchens given their own task blocks
- ☐ Carpet extraction and hard floor care as separate lines
- ☐ Porter hours written out, if requested

Hours, supplies and access

- ☐ Cleaning window named
- ☐ Nights per week match your in-office days
- ☐ Holidays and closures addressed
- ☐ Restroom paper, soap, sanitizer and liners: who supplies
- ☐ Dispenser refills on the task list
- ☐ Badge, key and alarm steps in the plan

Supervision and insurance

- ☐ Person or role checking finished rooms
- ☐ Inspection frequency spelled out
- ☐ Where inspection findings are shared
- ☐ Route for flagging a missed task, and fix timing
- ☐ Insurance paperwork promised before the start date
- ☐ Workers' comp coverage mentioned
- ☐ Bond mentioned
- ☐ Screening of cleaners described

Contacts, changes and the first night

- ☐ Your contact for everyday questions named
- ☐ Process for schedule or floor plan changes
- ☐ Check-in planned after the first visits
- ☐ Start date and first-night plan written out
- ☐ Key handoff and closet stocking before night one

Follow-up

- ☐ Blank lines sent back as written questions
- ☐ Written replies attached to this sheet
- ☐ Walkthrough notes compared with the proposal

Notes