Cleaning bid comparison sheet

One copy per bid. Fill it in from the quote; leave a line blank if the bid is silent.

Company bidding _____ **Your contact there** _____

Filled in by _____ **Date** _____

Scope and frequencies

- ☐ Every room on your list is in the bid
- ☐ Each task has a frequency that matches your request
- ☐ Restrooms and kitchen have their own task lines
- ☐ Periodic floor and carpet work listed with timing
- ☐ Items left out are written down
- ☐ Skip or escort-only rooms noted

Hours and access

- ☐ Visit window fits your close time and building rules
- ☐ Weekend or holiday visits stated if needed
- ☐ Key, badge or fob handling described
- ☐ Alarm procedure covered, with no code in the bid
- ☐ Security desk, elevator and parking rules covered

Supplies and equipment

- ☐ Who furnishes paper, soap, sanitizer, seat covers, liners
- ☐ Restocking timing stated
- ☐ Who brings chemicals, vacuums and floor machines
- ☐ Dispensers and matching refills addressed

Inspections

- ☐ Who inspects finished rooms, and how often
- ☐ Inspection list matches your task list
- ☐ How results reach you

Insurance and screening

- ☐ Certificate of insurance received, dates current
- ☐ General liability and workers' compensation shown
- ☐ Landlord added as additional insured if required
- ☐ Bonding stated
- ☐ Crew screening described

Communication and start-up

- ☐ How to report a miss, and when it is answered
- ☐ How extra visits or changes are requested
- ☐ Proposed start date
- ☐ First-week walk planned with you
- ☐ Key and access handover recorded

Notes