Cleaning proposal comparison sheet

One copy per bid. Fill it in as you read; circle lines the bid leaves blank.

Company _____ **Proposal date** _____

Reviewed by _____ **Their contact** _____

Scope and frequency

- ☐ All rooms and areas on your list included
- ☐ Tasks named for each area
- ☐ Visits per week and nights stated
- ☐ Carpet and floor work listed separately with a frequency
- ☐ Window cleaning listed, if needed
- ☐ Daytime porter hours stated, if requested

Hours and access

- ☐ Start and finish time for a visit
- ☐ Fits the building's after-hours entry and alarm times
- ☐ Key, card and alarm code handling explained
- ☐ Holiday and closure plan stated

Supplies

- ☐ Paper, soap, sanitizer and liners: who buys them
- ☐ Dispensers included, or current units kept
- ☐ Cleaning products and equipment provided
- ☐ Storage space needed on site

Supervision

- ☐ Who inspects finished work, and how often
- ☐ How inspection results reach you
- ☐ How missed tasks are reported and corrected
- ☐ Your contact named

Insurance and screening

- ☐ Bonding confirmed
- ☐ Proof of insurance in hand
- ☐ Workers' compensation in writing
- ☐ Cleaner screening explained

Communication and start-up

- [ ] How to raise an issue
- [ ] Expected reply time
- [ ] How plan changes are handled
- [ ] Start date, walkthrough and key handoff set out
- [ ] First quality check-in scheduled

Notes