Cleaning proposal comparison sheet

Use one copy per bid. Mark each line stated, unclear or missing, then compare the sheets.

Company _____ **Proposal date** _____

Reviewed by _____ **Your contact** _____

Scope and frequencies

- ☐ Rooms, restrooms and breakrooms named
- ☐ Nights or days per week for each area
- ☐ Weekly and monthly tasks listed apart from nightly ones
- ☐ Floor care, carpet and window work on separate lines
- ☐ Porter hours and duties, if included
- ☐ How the scope changes when building use changes

Hours and access

- ☐ Start and finish times for each visit
- ☐ Weekend or holiday visits, if needed
- ☐ Keys, fobs and alarm codes handling
- ☐ Locked rooms and escort needs noted

Supplies and equipment

- ☐ Who supplies paper, soap, sanitizer and liners
- ☐ Who refills dispensers, and how often
- ☐ Dispensers provided or yours kept
- ☐ Equipment brought and storage space needed

Supervision and insurance

- ☐ How work is inspected, and how often
- ☐ How cleaners are screened
- ☐ Insurance, bond and workers' compensation
- ☐ Proof of insurance before work begins

Communication and start-up

- ☐ Your contact and how to reach them
- ☐ How to report a missed task, and reply time
- ☐ Planned start date
- ☐ Walkthrough, keys and codes before night one
- ☐ Date of the first scope review

Your follow-up

- ☐ Questions sent on unclear or missing lines
- ☐ Answers received
- ☐ Scope matches the other proposals

Notes