

Janitorial Services RFP Template

1. Company & Contact

Organization	[Company name]
Contact / title	[Name, role]
Email / phone	[Contact details]
Proposal deadline	[Date]
Desired start date	[Date]

2. Facility Profile

Address	[Street, city, ZIP]
Total cleanable sq ft	[Approx. sq ft]
Facility type	[Office / medical / industrial / mixed]
Restrooms (count)	[#]
Kitchens / breakrooms	[#]
Floor types	[Carpet %, VCT %, concrete %, other]
Building hours / access	[Hours; alarm/keys/badging]
Occupancy	[Approx. headcount / daily visitors]

3. Scope of Work Requested

- Trash & recycling removal, liner replacement
- Restroom cleaning, disinfection, and restocking
- High-touch surface disinfection (doors, switches, shared equipment)
- Vacuuming and hard-floor dust/damp mop
- Kitchen/breakroom cleaning
- Interior glass and entrance cleaning

- Dusting (work surfaces, sills, ledges)
- Day porter coverage: [hours/day, if any]
- Periodic floor care (strip/wax or burnish): [frequency]
- Periodic carpet extraction: [frequency]
- Window cleaning: [frequency]
- Consumables supplied by vendor (paper, soap, liners)
- Other: [describe]

4. Service Frequency Matrix

Area	Requested frequency	Notes
Offices / open work areas	[e.g., 3×/week]	
Restrooms	[e.g., every visit]	
Kitchen / breakroom	[e.g., every visit]	
Conference rooms	[frequency]	
Lobby / entrances	[frequency]	
Other	[frequency]	

5. Vendor Requirements

- Certificate of insurance: general liability + workers' compensation (attach)
- Willing to name our organization as additionally insured
- All staff background-checked; employees (not subcontractors) – state if otherwise
- Named account manager and escalation contact
- Documented inspection/QA process (describe in proposal)
- Two references from comparable facilities
- Contract terms: state required commitment length and cancellation terms

6. Pricing Format (required)

Line item	Monthly price
Base janitorial service (scope & frequency above)	\$
Consumables (if separate)	\$
Day porter (if requested)	\$

Periodic floor care (annualized ÷ 12)	\$
Periodic carpet care (annualized ÷ 12)	\$
Total monthly	\$

7. Evaluation Criteria

Proposals will be evaluated on: completeness of scope response, inspection/QA process, staffing model and background-check policy, references, contract flexibility, and price – in that order.