

Cleaning Bid Template

Practical cleaning business template • Customize fields before use

Brand customization: This TidyOps-branded example shows a finished presentation. Replace the logo, colors, company details, and placeholders with your own brand before use.

CLEANING SERVICE BID

[YOUR COMPANY NAME]

[Street Address]

[City, State ZIP]

[Phone Number]

[Email Address]

[Website]

BID INFORMATION

Bid / Proposal #: [BID-0001]

Date Submitted: [MM/DD/YYYY]

Valid Until: [MM/DD/YYYY]

Submitted To

Company / Organization: [Client Name]

Contact Name: [Contact Name]

Title: [Title]

Phone: [Phone Number]

Email: [Email Address]

Service Location

[Facility Name]

[Street Address]

[City, State ZIP]

1. EXECUTIVE SUMMARY

Thank you for the opportunity to submit a cleaning service proposal for [Client / Facility Name].

[Your Company Name] proposes to provide the cleaning and janitorial services described in this bid according to the service schedule, scope of work, and pricing outlined below.

Our goal is to provide consistent, dependable cleaning while maintaining clear communication and defined quality standards.



Proposed Start Date:

Initial Contract Term:

Primary Contact:

2. FACILITY INFORMATION

Facility Type:

- ☐ Office
- ☐ Retail
- ☐ Medical / Dental
- ☐ School / Daycare
- ☐ Fitness Facility
- ☐ Warehouse
- ☐ Apartment / HOA Common Areas
- ☐ Religious Facility
- ☐ Government Facility
- ☐ Other:

Approximate Cleanable Area: sq. ft.

Number of Buildings:

Number of Floors:

Restrooms:

Break Rooms / Kitchens:

Private Offices:

Conference Rooms:

Entrances / Lobbies:

Estimated Occupancy: people

Special Areas:

3. PROPOSED SERVICE SCHEDULE

Service Frequency:

- ☐ 1 day per week
- ☐ 2 days per week
- ☐ 3 days per week
- ☐ 5 days per week
- ☐ 7 days per week
- ☐ Custom

Proposed Service Days

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

Preferred Service Window:

Estimated Crew Size:

Estimated Labor Hours Per Visit:

Estimated Visits Per Month:

4. SCOPE OF WORK

Offices & Work Areas

Task	Frequency
Empty trash and replace liners	
Dust accessible surfaces	
Clean high-touch surfaces	
Spot-clean doors and walls	
Clean interior glass	
Vacuum carpet	
Mop hard floors	
Remove cobwebs	
Other:	

Restrooms

Task	Frequency
Clean and disinfect toilets	
Clean urinals	
Clean sinks and faucets	
Clean countertops	
Clean mirrors	
Clean partitions	
Disinfect high-touch surfaces	
Empty trash	

Refill soap**Refill paper products****Mop and disinfect floors****Other:**

Break Rooms & Kitchens

Task	Frequency
Clean countertops	
Clean sinks and faucets	
Wipe appliance exteriors	
Clean tables and chairs	
Clean microwave	
Empty trash and recycling	
Vacuum floors	
Mop floors	
Other:	

Lobby & Common Areas

Task	Frequency
Empty trash	
Dust furniture and fixtures	
Clean entrance glass	
Clean high-touch surfaces	
Vacuum carpets and mats	
Mop hard floors	
Straighten furniture	
Other:	

Conference Rooms

Task	Frequency
Empty trash	
Dust surfaces	
Wipe tables	
Clean high-touch surfaces	
Clean interior glass	
Straighten chairs	
Vacuum carpet	
Mop hard floors	

Stairwells & Elevators

Task	Frequency
Vacuum / sweep stairs	
Mop stairs	
Clean handrails	
Clean elevator doors	
Clean elevator interior	
Disinfect buttons and controls	
Remove debris	

5. PERIODIC & SPECIALTY SERVICES

Service	Frequency	Included in Base Price?	Additional Price
Carpet extraction		☐ Yes ☐ No	\$
Floor stripping & refinishing		☐ Yes ☐ No	\$
Floor burnishing		☐ Yes ☐ No	\$
Interior windows		☐ Yes ☐ No	\$
Exterior windows		☐ Yes ☐ No	\$
High dusting		☐ Yes ☐ No	\$
Upholstery cleaning		☐ Yes ☐ No	\$
Pressure washing		☐ Yes ☐ No	\$
Deep cleaning		☐ Yes ☐ No	\$
Other:		☐ Yes ☐ No	\$

6. SUPPLIES & EQUIPMENT

Cleaning Chemicals & Supplies

- ☐ Included in bid price
- ☐ Provided by client
- ☐ Billed separately

Cleaning Equipment

- ☐ Provided by cleaning company
- ☐ Provided by client
- ☐ Shared responsibility



Restroom & Facility Consumables

Consumable	Cleaning Company	Client	Billed Separately
Toilet tissue	☐	☐	☐
Paper towels	☐	☐	☐
Hand soap	☐	☐	☐
Trash liners	☐	☐	☐
Sanitary products	☐	☐	☐
Other:	☐	☐	☐

7. PRICING PROPOSAL

Recurring Cleaning

Price Per Visit: \$

Estimated Visits Per Month:

Monthly Recurring Service

\$ per month

Annual Recurring Service

\$ per year

Initial Cleaning

An initial or restorative cleaning may be recommended before recurring service begins.

Initial Cleaning: \$

- ☐ Required
- ☐ Optional
- ☐ Not applicable

Optional Services

Service	Price
	\$
	\$
	\$
	\$

Applicable Taxes: \$

Other Charges: \$

8. PRICING OPTIONS

Use this section when presenting multiple service levels.

Option	Service Frequency	Monthly Price
Option A		\$
Option B		\$
Option C		\$

Recommended Option

Option:

Why:

9. QUALITY CONTROL

Our proposed quality-control process includes:

- ☐ Supervisor inspections
- ☐ Cleaning checklists
- ☐ Documented quality inspections
- ☐ Client feedback process
- ☐ Issue tracking and follow-up
- ☐ Corrective action procedures
- ☐ Periodic account reviews

Inspection Frequency:

Client Reporting Process:

Issue Response Target:

10. STAFFING & SECURITY

Where applicable, [Your Company Name] will maintain appropriate procedures for employee supervision, facility access, and client security.

Background Screening:

- ☐ Yes
- ☐ No
- ☐ As required by contract

Employee Identification:

- ☐ Uniforms



☐ ID badges

☐ Other:

Building Access:

☐ Key

☐ Keycard

☐ Access code

☐ Security desk

☐ Client present

☐ Other:

Alarm Procedures:

Restricted Areas:

11. INSURANCE & DOCUMENTATION

Available upon request or as required:

☐ Certificate of Insurance

☐ General Liability Insurance documentation

☐ Workers' Compensation documentation

☐ Business license information

☐ W-9

☐ Vendor registration documents

☐ Safety documentation

☐ Other:

Only select items your business actually maintains or is legally required to provide.

12. EXCLUSIONS

Unless specifically included in the scope of work, this bid does not include:

- Biohazard remediation
- Hazardous-material handling
- Mold remediation
- Pest control
- Construction cleanup
- Exterior building maintenance
- Major furniture moving
- Specialty floor restoration
- Carpet extraction
- Exterior windows
- Work requiring specialized access equipment
- Repairs or maintenance

Additional work can be quoted separately.

13. BID ASSUMPTIONS

This bid is based on the facility information and conditions available when the proposal was prepared.

Pricing assumes the stated:

- Cleanable square footage
- Facility usage
- Occupancy
- Service frequency
- Scope of work
- Access requirements
- Labor requirements
- Supply responsibilities

Material changes to these assumptions may require a revised price or scope.

14. TERMS

Proposed Contract Term:

Billing Frequency:

☐ Monthly

☐ Biweekly

☐ Weekly

☐ Other:

Payment Terms:

Late Payment Terms:

Price Adjustment Terms:

Cancellation / Termination Terms:

Service Guarantee:

Other Terms:

15. BID ACCEPTANCE

We appreciate the opportunity to provide this proposal.

To accept this bid, complete the information below.

Accepted Service Option:

Approved Monthly Price: \$

Requested Start Date:

**Client**

Name:

Title:

Signature:

Date:

Cleaning Company

Representative:

Signature:

Date:

TEMPLATE CUSTOMIZATION NOTICE

Every cleaning bid should be customized to the actual facility, requested scope, bid specifications, and client requirements.

Do not state that your company carries insurance, performs background checks, holds licenses or certifications, or meets particular regulatory standards unless those statements are accurate.

Government contracts, schools, healthcare facilities, food-service facilities, childcare facilities, and other regulated environments may have additional procurement, safety, insurance, labor, documentation, or regulatory requirements.

This template is provided for general informational and business-use purposes. It is not legal, regulatory, insurance, tax, or accounting advice.

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Provided by TidyOps