Commercial Cleaning Bid

Commercial Cleaning Proposal

Template notice. This document is a starting-point template, not legal advice. State and local laws vary. Before using this proposal with clients, have an attorney licensed in your state review and adapt it.

1. Bid Details

- Prepared by: _____
- Phone: _____
- Email: _____
- Bid date: _____
- Prices in this bid are good for _____ days from the bid date
- Proposed start date: _____
- Summary: _____

2. Property

- Prepared for: _____
- Property: _____
- On-site contact: _____
- Property type: _____
- Square feet covered by this bid: _____
- Restrooms: _____

3. Scope of Work

The tasks below are done at the frequency shown for each area.

Area	Tasks	Frequency
Entrances and lobby	Clean entry glass and door handles, vacuum or mop, dust surfaces	
Offices and work areas	Dust reachable surfaces, wipe clear desks, spot clean	
Restrooms	Clean and disinfect fixtures, mirrors and counters, restock, mop	
Break room	Wipe counters, tables, sink and appliance fronts, mop	
Hard floors	Sweep or dust mop, then damp mop	
Carpet	Vacuum traffic areas and open floor	
Trash and recycling	Empty bins, replace liners, take to the dumpster	

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4. Schedule

- Service days: _____
- Service hours: _____
- Holidays and closures: _____

5. Price

Monthly price	
Visits per month	
Price per visit	
Sales tax, if it applies	

- Supplies: _____

Optional add-ons, priced separately. The client initials each one accepted.

Add-on	How often	Price	Accepted (initials)
Floor strip and wax			
Carpet extraction			
Interior windows			

6. Not Included

Unless it is listed in Section 3 or accepted as an add-on, this bid does not include:

- Exterior window washing
- Carpet shampooing or extraction
- Floor stripping, waxing or refinishing
- Snow and ice removal
- Biohazard, mold or post-construction cleanup
- Other exclusions: _____

7. Insurance, Bonding and References

- General liability insurance: $_____ per occurrence. A certificate of insurance is available on request.
- Bonding: _____
- Reference: _____
- Reference: _____
- Reference: _____

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8. Terms

Term. _____ months from the start date. Either party may cancel with _____ days' written notice.

Price adjustment at each renewal: _____

Payment. Invoiced monthly, due _____.

Changes. Added areas, extra visits or other changes to the scope need written approval from the client before the work is done, and are priced separately.

9. Acceptance

To accept this bid, sign below and return a copy to _____. Once signed by both parties, this bid is the agreement for the work and prices described above.

CLIENT (ACCEPTS THIS BID)

Signature

Printed Name and Date

PROVIDER

Signature

Printed Name and Date

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