# Janitorial bid review

Janitorial and custodial services - NAICS 561720

Check each item. Record the source document, your finding and the next action.

Solicitation / buyer / work sites

Reviewed by / date

Document revision / date

Response deadline + time zone

| REVIEW ITEM / WHAT TO RECORD | SOURCE / FINDING / NEXT ACTION |
|---|---|
| ☐ **Sites and floor areas** Buildings, rooms, floor areas and travel between sites | |
| ☐ **Task frequencies** Daily, weekly and periodic tasks with their service windows | |
| ☐ **Equipment and supplies** Contractor-provided equipment, products and consumables | |
| ☐ **Labor documents** Wage determination number/revision and other labor information supplied | |
| ☐ **Access and coverage** Access checks, keys, supervision and relief staffing | |
| ☐ **Ordering and prices** Base/ordering periods, call orders, quantities and price units | |
| ☐ **Participation and response** Published set-aside, required forms and response route | |
| ☐ **Amendments and deadlines** Latest amendment, questions/site-visit dates and response time zone | |

Decision / next action

Owner / due date

**Guide and worked example**

https://getcontractalerts.com/guides/federal-janitorial-bid-checklist

Worksheet edition: November 28, 2026