YOUR  
LOGO

**COMPANY NAME**

JANITORIAL SERVICE RFP PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to provide professional janitorial services. We specialize in delivering high-quality, reliable, and customized cleaning solutions for commercial spaces.  
  
This proposal outlines our approach to fulfilling the janitorial service requirements for [Client Name].

# Project Objectives

The primary goals are:  
  
- Maintain a clean, hygienic, and safe environment  
- Ensure consistent cleaning standards and service quality  
- Provide flexible cleaning schedules tailored to operational needs  
- Support sustainable and eco-friendly cleaning practices

# Proposed Services

Our janitorial services include:  
  
- Daily cleaning and sanitization of workspaces, restrooms, and common areas  
- Floor care: sweeping, mopping, vacuuming, and carpet cleaning  
- Waste collection and recycling management  
- Window and glass cleaning  
- Restocking of hygiene supplies  
- Periodic deep cleaning and disinfection services

# Scope of Work

Scope includes:  
  
- Initial walkthrough and needs assessment  
- Development of a customized cleaning schedule  
- Assignment of dedicated cleaning staff  
- Provision of cleaning supplies and equipment  
- Regular quality checks and client feedback sessions

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Walkthrough & Assessment | Conduct site visit and finalize cleaning scope | [Start Date] |
| Service Setup | Deploy cleaning staff and provide equipment | [Date] |
| Ongoing Cleaning Services | Deliver daily and periodic cleaning tasks | [Date] |
| Performance Review & Feedback | Conduct regular quality checks and client feedback sessions | [Completion Date] |

# Pricing

Estimated cost breakdown for janitorial services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Monthly Cost |
| Daily Cleaning Services | Routine cleaning of workspaces, restrooms, and common areas | [Amount] |
| Floor Care & Maintenance | Carpet cleaning, floor polishing, and maintenance | [Amount] |
| Deep Cleaning & Disinfection | Scheduled deep cleaning and sanitization | [Amount] |
| Supplies & Consumables | Provision of cleaning materials and hygiene supplies | [Amount] |
| Total Monthly Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of commercial cleaning and janitorial services.  
  
- Experience: [X] years in janitorial service delivery  
- Expertise: Office buildings, retail spaces, healthcare facilities, educational institutions  
- Mission: To maintain clean and healthy environments through reliable and professional cleaning services

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Janitorial services for a corporate office  
- Outcome: Achieved 98% client satisfaction and consistent cleanliness standards  
  
Testimonial:  
“[Your Company Name] consistently delivers top-notch janitorial services, keeping our premises spotless and well-maintained.” — [Client Contact]

# Terms and Conditions

Payment Terms: Monthly billing with net [X] days payment terms.  
Service Scope: Includes daily cleaning, periodic deep cleaning, and maintenance.  
Client Responsibilities: Provide access to premises and utility support.  
Adjustments: Scope changes require mutual agreement and may affect cost and schedule.

# Acceptance

To approve this janitorial service proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_