

# BEST IN CLASS SOURCING TIPS TO HIRE

## A JANITORIAL OR CLEANING SERVICES COMPANY



# INTRODUCTION

Welcome to our e-book on sourcing strategy tips for hiring a top-tier janitorial or cleaning services company.

Maintaining a clean and sanitary environment is crucial for businesses of all types, and finding the right cleaning partner is essential to achieve this goal.

In this e-book, we will provide you with best-in-class tips and guidance to help you navigate the process of sourcing and hiring a reliable cleaning services company.

By following these tips, you can make an informed decision that will ensure a clean and inviting space for your employees and customers.

Let's dive in!




## Define your needs

- Clearly outline your cleaning requirements, including facility size, cleaning frequency, and specific tasks involved.
- This step will help you narrow down your search and find a company that can meet your needs effectively.



## Research and gather referrals

- Take the time to research different cleaning companies and understand their capabilities through an RFI - Request for Information
- A RFI must collect information about:
  - Company overview
  - Office locations
  - Certificates
  - Experience in your business field
  - Capabilities
  - Qualifications

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- Technologies available
  - Hiring Process and Background Check
  - Training Programs
  - Insurance and licenses
  - Commercial references

These main topics will help you to understand if the cleaning company can provide the services that your business requires and if you will request a proposal from that specific cleaning company.



### **Seek eco-friendly practices**

- Inquire about the cleaning company's environmental practices and if sustainability is important to your organization.
- Ask if they use green cleaning products and techniques that minimize their impact on the environment.



## Request proposals

- After you collect the data from a long supplier list through an RFI and select the most reliable ones to attend your company/business, it's time to request your Proposal through an RFQ (request for Quote) or RFP (Request for Proposal).
- Your RFQ or RFP must have a clear and concise statement of work describing the activities to be done during the service contract, the number of full or part-time resources (if you have it), a pricing worksheet with information about resources and their time allocation and pricing and additional costs.



## Conduct interviews and site visits

- Schedule interviews with shortlisted companies to assess their expertise, professionalism, and responsiveness.
- Visit their current clients' sites to see the quality of their work firsthand.



## Negotiate and revise contract terms

- Depending on the size of the business, make multiple rounds of negotiation. It can be related to pricing, KPIs or even technology to support the services.
- Review the contract terms and ensure they are aligned with your expectations.
- Pay attention to details such as the duration of the contract, cancellation policies, and any guarantees or warranties provided.



## Regularly evaluate performance

- Establish clear communication channels and regularly evaluate the cleaning company's performance through the KPIs established in the contract.
- Provide feedback and address any concerns promptly to maintain a high standard of cleanliness in your facility.



**Congratulations!** You have reached the end of our e-book on sourcing tips to hire a janitorial or cleaning services company.

Thinking about contracting a new Janitorial supplier? Talk to Magic Cleaning!

Magic Cleaning is a leading provider of janitorial and cleaning services and brings vast experience in professional cleaning. With its customer-centric approach, Magic Cleaning has established itself as a trusted partner for many names across industries.

To learn more about how we can help you, contact us today.

[www.magiccleaningcorp.com](http://www.magiccleaningcorp.com)





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