



HOUSING AUTHORITY OF BOWLING GREEN

247 Double Springs Rd.

Bowling Green, KY 42101

RFP: 2026-RFP-FW/SAN-007 - Sanitation Services - Fort Webb Properties

221 Fort Webb Dr, Bowling Green, KY 42101

Ft. Webb Manor - 36 Elderly/Disabled Units and One Office / Community Building

Posting Date: May 26, 2026

Bid Due: June 17, 2026 at 9:00 AM Central Time

1. Project Overview

The Housing Authority of Bowling Green (HABG) is soliciting sealed bids from qualified sanitation contractors for garbage/refuse pickup services at Fort Webb properties consisting of Ft. Webb Manor, thirty-six (36) elderly/disabled resident units, and one office/community building.

This proposal is for service to elderly and disabled residents. Contractor shall perform collection in a safe, dependable, and accessible manner that minimizes disruption to residents.

This solicitation is separate from 2026-RFP-SAN-006 - Sanitation Services - Housing Authority Properties. Bidders may submit for one or both solicitations, but each bid must be submitted separately and clearly marked with the correct RFP number.

2. Scope of Work

- Provide scheduled garbage/refuse pickup for Ft. Webb Manor, including thirty-six (36) elderly/disabled resident units and one office/community building.
- Furnish all labor, trucks, equipment, containers, transportation, disposal, and supervision necessary to provide complete sanitation service.
- Transport and dispose of collected waste at properly licensed and approved disposal facilities.
- Clean up spills or loose debris caused by collection activity before leaving the site.
- Coordinate service times and holiday schedules with HABG to reduce disruption to residents and staff.
- Field verify container locations, container sizes, access conditions, and pickup frequency prior to submitting a bid.

3. Service Specifications

- Containers shall be in good working condition with functional lids, doors, wheels, and safety features where applicable.
- Contractor shall keep containers upright, accessible, and reasonably clean.
- Because Fort Webb serves elderly/disabled residents, contractor shall return containers to designated locations and avoid leaving containers where they interfere with accessibility or resident movement.
- Missed pickups shall be corrected within 24 hours after notice from HABG unless otherwise approved.
- Contractor shall provide a contact person for service issues, missed pickups, billing questions, and emergency coordination.
- All work shall comply with applicable federal, state, and local laws, ordinances, permits, and disposal requirements.

4. Contract Term

Initial term: One (1) year from the date established in the final contract or notice to proceed.



Equal Housing Opportunity Provider

Renewal: HABG may approve up to two (2) additional one-year extensions by mutual written agreement of HABG and the contractor.

Pricing shall remain firm during the initial contract term unless otherwise approved in writing by HABG. Renewal pricing shall be subject to mutual written agreement before each extension period.

5. Bid Submission Instructions

Submit sealed bids in person or by mail to the Housing Authority of Bowling Green, 247 Double Springs Rd., Bowling Green, KY 42101.

Bids may also be submitted by email to jchristian@habg.org . Email subject line must state:

Sealed Bid - 2026-RFP-SAN-006 - Sanitation Services - Housing Authority Properties

Bidder shall include the completed Bid Form, Bidder Information Form, references, and any required certifications or insurance information.

Bids must be received by **June 17, 2026 at 9:00 AM Central Time**. Late bids may be rejected.

6. Evaluation Criteria

Cost, experience, compliance with service requirements, ability to service the identified properties, references, and responsiveness of the bid.

7. Insurance Requirements

General Liability, Workers Compensation, and Automobile Liability Insurance are required. The Housing Authority of Bowling Green shall be listed as Certificate Holder prior to contract execution.



8. Bid Form

| Item | Price |
|---|-------|
| Base Monthly Sanitation Service - Fort Webb Elderly/Disabled Properties | |
| Total Annual Price - Fort Webb Elderly/Disabled Properties | |
| Additional Pickup / Haul (\$/EA) | |
| Additional Container Rental (\$/Month/EA) | |
| Container Delivery, Exchange, or Removal (\$/EA) | |
| Other Approved Charges / Fees (describe) | |

Company: _____

Authorized Representative: _____

Signature _____ Date: _____



APPENDIX A - SANITATION SERVICE STANDARDS & TECHNICAL REQUIREMENTS

1. GENERAL REQUIREMENTS

Contractor shall provide complete, dependable, and professional sanitation service for the properties identified in this RFP.

2. FIELD VERIFICATION

Contractor shall inspect and verify all locations, access points, container requirements, and service needs before bidding. No additional compensation will be provided for conditions that could have been reasonably identified during field verification.

3. CONTAINERS

Containers shall be properly sized for the service location and expected volume. Containers must be maintained in safe and usable condition. Damaged containers shall be repaired or replaced promptly when reported by HABG.

4. COLLECTION REQUIREMENTS

Contractor shall collect refuse on the approved schedule. Because Fort Webb serves elderly/disabled residents, contractor shall use extra care to avoid blocking accessible routes, ramps, sidewalks, entrances, mail areas, or resident access except as necessary for active collection.

5. CLEANLINESS

Loose trash, spills, or debris caused by collection shall be cleaned up by the contractor before leaving the site. Containers shall be returned to their designated locations after service.

6. MISSED PICKUPS

Missed pickups shall be corrected within 24 hours after HABG gives notice unless HABG approves a different timeframe. Repeated missed pickups or unresolved service issues may be considered failure to perform.

7. SAFETY AND PROPERTY PROTECTION

Drivers shall operate vehicles safely on HABG property and shall use care around residents, children, parked vehicles, buildings, utility poles, gates, curbs, and landscaping. Contractor is responsible for damage caused by its employees, vehicles, equipment, containers, or subcontractors.

8. COMMUNICATION

Contractor shall provide HABG with a primary contact name, phone number, and email address. Contractor shall respond promptly to service complaints, billing questions, and coordination requests.

9. BILLING

Invoices shall clearly identify service period, service locations, base monthly charge, approved additional pickups, and any other approved charges. Charges not shown on the bid form or not approved by HABG may be rejected.

10. PERFORMANCE AND TERMINATION

HABG may require written corrective action for poor service, repeated missed pickups, safety concerns, damage, or billing issues. Continued failure to perform may be grounds for termination in accordance with the contract.



APPENDIX B - HUD FORMS & FEDERAL REQUIREMENTS

This is intended to be a service/non-construction procurement. The following HUD forms and federal requirements may be included in the final solicitation package and must be completed when required:

- HUD Form 5369-B (Instructions to Offerors - Non-Construction)
- HUD Form 5369-C (Certifications and Representations of Offerors - Non-Construction Contract)
- HUD Form 5370-C (General Conditions for Non-Construction Contracts), as applicable
- Certification of Non-Debarment and Suspension
- Non-Collusion Affidavit
- Equal Employment Opportunity Requirements
- Insurance Certification Acknowledgment

Contractor is responsible for reviewing and complying with all applicable federal, state, and local requirements.

1. Certification of Non-Debarment and Suspension

The undersigned certifies that the company and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded contracts.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

2. Non-Collusion Affidavit

The undersigned certifies that this bid has been arrived at independently without consultation, communication, or agreement with any other bidder for the purpose of restricting competition.

Company Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

3. Equal Employment Opportunity (EEO) Certification

The contractor certifies compliance with applicable federal nondiscrimination and equal employment opportunity requirements.

Company Name: _____

Authorized Representative: _____

Signature: _____

Date: _____



APPENDIX C - BIDDER INFORMATION FORM

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Company Owner/Principal: _____

Contact Person for this Bid: _____

Email: _____

This company has been in the sanitation business for _____ years.

Has your company engaged in this type of business under another name? Yes No

If yes, give other name: _____

References: List 3 contracts similar to this project. Include company name, contact person, and phone number.

1. _____

2. _____

3. _____

Has your company ever withdrawn a bid? Yes No

If yes, explain: _____

Has your company ever filed bankruptcy? Yes No

If yes, explain: _____

Has your company ever been debarred from participation in a publicly funded project? Yes No

If yes, explain: _____

Describe your company's ability to perform sanitation pickup for the Fort Webb properties, including available equipment, employees, current volume of work, and how you would service Ft. Webb Manor, 36 units, and one office/community building.

The undersigned attests that the above information is true and accurate.

Signed _____

Date _____

