

INVITATION FOR BID (IFB) 2026

**FORTIFIED ROOFING SERVICES
&
INSTALLATION**

for

**ALCARDUN HEIGHTS
MEADOWBROOK LANE
SHERWOOD DRIVE**

**MAGNOLIA, AR 71753
MAGNOLIA HOUSING AUTHORITY
100 Meadowbrook Lane
Magnolia, AR 71753**

**Janice M. Hutcheson
Executive Director**

**ISSUE: April 14, 2026
DUE: May 4, 2026**

IFB 2026 Fortified Roofing Services & Installation
Bids Due: May 4, 2026, 12:00 p.m.

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Introduction - Invitation for Bid FORTIFIED Roofing Services & Installation

The Magnolia Housing Authority (MHA), in collaboration with Simmons Bank, has been awarded a \$1,000,000 Federal Home Loan Bank grant to complete the Magnolia Housing FORTIFIED Roofing Project located at

100 Meadowbrook Lane, Magnolia, Arkansas. The project includes the replacement of roofing systems on sixty-five (65) home and buildings comprising approximately 144 one story and 38 two-story residential units. MHA is soliciting sealed bids from qualified and Certified FORTIFIED Roofing Contractors to perform the work in full compliance with Insurance Institute for Business & Home Safety (IBHS) FORTIFIED™ Roofing standards and all applicable local, state, and federal laws, regulations, and requirements. Small, Minority-Owned, Women-Owned, and Section 3 businesses are encouraged to submit bids.

Award of the contract will be made to the lowest responsible and responsive bidder whose bid fully meets the requirements of the IFB.

The IFB documents will be available beginning April 14, 2026, and may be obtained online at www.magnoliahousingauthority.com or by submitting an email request to janh@maghousing.com with the subject line “IFB for FORTIFIED Roofing Services.”

Key Dates, Times, and Locations

- IFB Available: Beginning April 14, 2026
- Voluntary Pre-Bid Walk-through:
Tuesday, April 14, 2026, through Friday May 1, 2026 at
Magnolia Housing Authority
Office hours: Monday-Thursday 8:00-4:30, Friday 8:00-12:00.
100 Meadowbrook Lane, Magnolia, AR 71753
- Sealed Bid Submission Deadline:
Monday, May 4, 2026, no later than 12:00 p.m. noon (CST)
Magnolia Housing Authority
100 Meadowbrook Lane, Magnolia, AR 71753

Sealed bids must be submitted in accordance with the requirements of the IFB. All bids received will be date- and time-stamped upon receipt, shall remain unopened, and shall be maintained in a secure location until the designated time for the bid opening. Late submissions will not be accepted.

Scope of Work

Under the time and material contract, the contractor shall furnish the authority with a non-binding written estimate of the total cost to complete the work required. This work must include the scope required for a Certified FORTIFIED Roofing Contractors to provide complete roof replacement services for the commercial location with designated residential buildings at the Magnolia Housing Authority property. The contractor shall also furnish all labor, materials, equipment, supervision, and coordination necessary to install the sixty-five (65) roofs while using the roofing systems in full compliance with Insurance Institute for Business & Home Safety (IBHS) FORTIFIED™ Roofing standards, Federal Home Loan Bank (FHLB) requirements, and all applicable local, state, and federal code and/or applicable regulations. A project map is included as “an Attachment in the IFB identifying building numbers and addresses of all units receiving roof replacement under these specifications.

The roofing work is funded through the FHLB Dallas FORTIFIED Fund Rental Program, which permits projects to be treated as a single project even when properties are configured as scattered-site developments. The Magnolia Housing project meets the criteria as a single project and has received a funding commitment under the FORTIFIED Fund Rental Program.

The selected contractor shall also support MHA’S compliance with the FORTIFIED Fund’s three-stage process, which includes: (1) Project Scope of Work submission and approval to IBHS, (2) Certified Payroll’s along with Disbursement Requests, and (3) submission of the final FORTIFIED Certificate issued by IBHS. Upon receipt of the Notice to Proceed, the contractor must coordinate with MHA and IBHS to submit project details, engage a certified third-party FORTIFIED evaluator, and complete all preparatory steps required for certification. All roof installation work must be fully completed on or before Sunday, August 30, 2026. Additional coordination and confirmation of the final completion date must arise following receipt of all required approvals from the Insurance Institute for Business & Home Safety (IBHS). Approved commitment amounts may not be increased, and any cost overruns or unforeseen expenses shall be the responsibility of MHA or other non-FHLB funding sources.

a) Eligible Building Classifications

FORTIFIED Roofing Certification Requirements

Eligible buildings under this Invitation for Bid include existing construction classified as Residential Group R-2 or R-3 in accordance with the 2018 International Building Code (IBC), Chapter 3, Section 310, for non-transient residential occupancy. Applicable structures include, but are not limited to, apartment buildings, condominiums, and townhomes where occupants lease only the interior space, or where the buildings are operated as commercial rental properties. Final approval of the submission of plans for application shall be at the discretion of the FORTIFIED Evaluator and the Insurance Institute for Business & Home Safety (IBHS), based on building use, occupancy, and compliance with applicable FORTIFIED standards.

b) FORTIFIED Evaluator Requirements

A FORTIFIED Evaluator, employed by an independent third-party company authorized by IBHS, shall work directly with the building owner or the owner's designated representative to complete all required document reviews and site evaluations necessary for a FORTIFIED designation. The Evaluator is responsible for compiling and submitting all required documentation to IBHS to support certification. A Consulting Services Agreement must be executed between the Evaluator's employer and the building owner or owner's representative, establishing the terms of engagement. All FORTIFIED Evaluators must be trained and certified by IBHS.

c) Contractor Certification Requirements

All bidders must be trained and certified FORTIFIED Roofing Installers at the time of bid submission. Contractors are responsible for maintaining certification throughout the duration of the project. Information regarding certification and training requirements is available through FORTIFIED Wise University. Proof of current certification shall be included with the bid and may be verified by HA and IBHS prior to contract award.

d) Required Submittals and Documentation

The contractor shall complete and submit all re-roofing forms and documentation required by IBHS in accordance with the specifications contained in the FORTIFIED Technical Resources published by IBHS. All work must be documented in a manner sufficient to the support of IBHS review and approval. Upon completion of roofing installation, the contractor must submit the FORTIFIED Rental Final Certification Form (FORTIFIED-Rental-Final-Certification.pdf) to close out the

project and obtain final certification. Final payment and fund disbursement are contingent upon successful issuance of the FORTIFIED Certificate by IBHS.

e) Additional information and certification requirements:

- Contractor Training & Certification: [FORTIFIED Multifamily - FORTIFIED - A Program of IBHS](#)
- Training: [How to Become a FORTIFIED Certified Service Provider - FORTIFIED - A Program of IBHS](#)
- Specifications: [FORTIFIED Multifamily Wind Standard 2022](#)
- Final Certification: [FORTIFIED-Rental-Final-Certification.pdf](#)

HUD Required Forms and Submission Documents

All required forms must be fully reviewed, properly completed, signed where applicable, and submitted with the bid.

- [Instructions to Bidders](#) (Construction) for Contracts HUD-5369
- [Representations, Certifications, And Other Statements of Bidders](#) Form HUD- 5369-C
- [General Conditions](#) for Construction Contracts (less than \$250,000.00) HUD-5370-EZ
- [General Conditions](#) for Construction Contracts (greater than \$250,000) HUD -5370
- [Certification of payments to Influence Federal Transactions](#)- HUD 50071
- Notarized Non-Collusive Affidavit
- [Certification for a Drug-Free](#) Workplace, HUD-50070
- Section 3 Plan Appendix 1 & 2
- [Davis Bacon Wage Determination](#)
- LRHA Conflict of Interest Statement
- Statement of Bidders Qualifications
- Insurance
- Bid and Payment and Performance Bond
- Price Form

Additional Information

LICENSING AND INSURANCE REQUIREMENTS: Along with above requirements, the Contractor shall provide a copy of the "Class A or Class B

Contractor" License issued by the State Board of Contractors. The Contractor shall maintain adequate liability insurance, which shall protect, indemnify and hold harmless the Magnolia Housing Authority and its officials from all suits and actions of every kind and description arising and injury or damage to persons and property in the prosecution of said work or in failure to properly safeguard same, and from all claims arising under the workmen's compensation laws. The Contractor shall furnish proof of said insurance within five (5) days of Notice of Apparent Low Bidder. The MHA Authority shall be named as an additional insured on the general liability policy. Prior to award, the successful bidder will be required to provide:

Insurance and Licensing Requirements

a) Workers' Compensation Insurance

An original certificate of insurance evidencing the bidder's current Workers' Compensation insurance coverage, including the name of the insurance carrier and applicable coverage limits, in compliance with all applicable state and federal requirements.

b) Commercial General Liability Insurance

An original certificate of insurance evidencing Commercial General Liability coverage, naming the Magnolia Housing Authority as an additional insured. The certificate shall be accompanied by the appropriate policy endorsement reflecting the addition of the Authority as an additional insured. Coverage shall include, at a minimum:

- \$1,000,000 per occurrence
- \$1,000,000 general aggregate
- \$100,000 damage to premises (fire damage)
- \$5,000 medical expense per person
- Deductibles shall not exceed \$1,000.

c) Automobile Liability Insurance

An original certificate of insurance evidencing Automobile Liability insurance with a combined single limit of not less than \$500,000 per occurrence, including Uninsured/Underinsured Motorist coverage.

For any vehicle utilized in the performance of this contract that is not owned by the bidder, evidence of automobile insurance coverage shall be provided with limits of

not less than \$50,000 per person / \$100,000 per accident and Medical Payments coverage of not less than \$5,000.

d) Products and Completed Operations Insurance

Products and Completed Operations insurance shall be maintained for a minimum period of one (1) year following final payment. The Contractor shall provide evidence of such coverage to the Authority on an annual basis throughout the required coverage period.

e) Property Damage Liability Insurance

Property Damage Liability insurance shall include coverage for Collapse (Hazard C).

f) Contractual Liability (Hold Harmless Coverage)

The bidder shall maintain Contractual Liability insurance (Hold Harmless Coverage) with minimum limits as follows:

- Bodily Injury: \$500,000 per occurrence
- Property Damage: \$500,000 per occurrence

g) Business License

A copy of the bidder's valid business license authorizing the bidder to perform the required services within the jurisdiction of Magnolia, Arkansas, must be submitted with the bid.

Bond

For construction contracts exceeding \$100,000, contractors will be required to submit the following:

- 1) A bid guarantee from each bidder equivalent to 5% of the bid price.
- 2) A performance bond for 100% of the contract price.
- 3) A payment bond for 100% of the contract price.

Use of Premises

The Contractor shall maintain the worksite in a clean, safe, and orderly manner at all times so as to allow the Authority's normal operations to continue with minimal disruption during regular business hours, defined as Monday through Friday, 8:00 a.m. to 5:00 p.m.

The Contractor shall be responsible for repairing or replacing, to the satisfaction of the Authority and at the Contractor's sole expense, any work, property, or facilities damaged as a result of the Contractor's operations. Such repairs or replacements shall be completed within three (3) business days following written or verbal notification by the Authority's designated contact, excluding weekends and recognized holidays.

Prior to commencing any work at the site, the Contractor shall inspect the premises and promptly report to the Authority's designated contact any existing damage observed. Failure to report such damage prior to the start of work may result in the Contractor being held responsible for the condition upon completion of the work.

Invoices

The Contractor agrees to accept an Authority contract and to comply with all specifications, terms, and conditions set forth herein. All pricing submitted in the Contractor's proposal shall remain firm for a period of not less than ninety (90) days from the proposal submission date. It shall be assumed that all items and services necessary to perform the work are included in the proposed pricing unless the Contractor submits a clearly defined list of exceptions with its bid.

Separate invoices shall be submitted on a monthly basis for each property location serviced and shall reflect charges for services performed during the preceding month. Each invoice must reference the correct contract number.

Invoices shall not exceed the prices set forth in the Form of Price Proposal included in this solicitation, as accepted by the Authority and incorporated into the contract, unless otherwise modified in writing by the Authority.

Each invoice shall include, at a minimum, the dates of service and the complete address of the location serviced. All billing shall be fully itemized as follows:

- Labor: Job classification(s) and number of hours worked
- Equipment Rental: Description of equipment, number of hours used, and applicable cost
- Materials: Itemized list of materials with unit pricing based on the Contractor's invoiced cost.
- Any payment terms requiring payment in fewer than thirty (30) days shall be deemed to require payment thirty (30) days after receipt of a proper invoice

or delivery of services, whichever occurs later. This provision shall not affect the Contractor's offer of discounts for payment in fewer than thirty (30) days.

- Certified payrolls shall be submitted with each invoice in compliance with Davis-Bacon and Related Acts wage requirements, as applicable.

Release of Liens and Waivers

Upon completion of the work and as a condition precedent to final payment, the Contractor shall provide the Authority with a full and unconditional release of all liens, claims, and encumbrances arising out of or related to the performance of the contract. Such release shall include lien waivers from the Contractor and all subcontractors, suppliers, and materialmen who provided labor, materials, or services under the contract, in a form acceptable to the Authority.

Failure to provide the required releases and waivers shall constitute sufficient cause for the Authority to withhold final payment until all lien releases have been properly executed and received.

Liquidated Damages

Liquidated damages are hereby established in the amount of Two Hundred Dollars-Fifty (\$250.00) per calendar day for late delivery or completion of services. Such liquidated damages shall apply separately to each task order or service order issued pursuant to the base contract.

The Contractor shall be assessed liquidated damages in the amount stated above for each calendar day that delivery or completion of services extends beyond the timeframes specified in the applicable task order, unless an extension of time has been approved in writing by the Authority.

Liquidated damages shall be deducted from payments otherwise due to the Contractor and are intended to represent a reasonable estimate of damages incurred by the Authority as a result of delayed performance, and not as a penalty.

NON-COLLUSIVE AFFIDAVIT

JOB NO. _____

STATE OF _____

COUNTY OF _____

_____, BEING FIRST DULY SWORN,
DEPOSES, AND SAYS:

That he/she is _____

of _____

_____, the Bidder that has submitted the attached bid: that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the MAGNOLIA HOUSING AUTHORITY or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of Bidder

Partner's Signature

Partner's Signature

Subscribed and sworn to before me this _____ day of _____,
20_____.

My Commission Expires _____, 20_____.



Magnolia Housing Authority
100 Meadowbrook Lane
Magnolia, AR 71753
870-234-5540

HUD Section 3 Compliance Clause (24 CFR Part 75)

Section 3 Employment, Training, and Contracting Requirements

The Contractor hereby agrees to comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, and its implementing regulation at 24 CFR Part 75. Accordingly, the Contractor shall undertake all efforts, to the greatest extent feasible, to ensure that:

1. Employment and Training Opportunities

The Contractor will provide employment, training, and apprenticeship opportunities arising in connection with this contract to low- or very-low-income residents of the project area, and to public housing residents, as defined in 24 CFR 75.

2. Contracting Opportunities for Section 3 Businesses

The Contractor will award subcontracts and procure goods and services, to the greatest extent feasible, to Section 3 business concerns that are:

- Located within the area of the project; or
- Substantially owned by persons residing in the area of the project.

a) Positive Steps Required When Subcontracting Is Anticipated

Where subcontracting is anticipated, the Contractor agrees to take the following affirmative steps consistent with 24 CFR 75 and HUD guidance, including but not limited to:

- a. Soliciting bids from Section 3 business concerns in the project area.
- b. Ensuring that qualified Section 3 businesses are included on solicitation lists.
- c. Dividing work items into smaller components, where feasible, to increase participation opportunities.
- d. Establishing delivery schedules that encourage participation by Section 3 businesses.
- e. Providing technical assistance or information to help Section 3 businesses understand bid requirements.
- f. Assisting with bonding, insurance, or financing requirements to expand opportunities for Section 3 businesses.
- g. Maintaining records of outreach, bid invitations, and responses for HUD monitoring and compliance review.

3. Documentation and Reporting

The Contractor agrees to maintain all required documentation demonstrating compliance with Section 3 and will submit reports to the Magnolia Housing Authority (MHA) as required by HUD.

4. Flow-Down Requirement

The Contractor agrees to incorporate this clause into all subcontracts and require subcontractors to meet the same Section 3 obligations outlined herein.

SELF-CERTIFICATION FOR SECTION 3 BUSINESS CONCERN

Magnolia Housing Authority

I. BASIC INFORMATION

Name of Business/Company: _____

Address of Business: _____

Type of Business (corporation, partnership, sole proprietorship): _____

Owner/Official Representative: _____

Phone Number / Email address: _____

II. TYPE OF SECTION 3 BUSINESS CONCERN

The business listed above certifies that it qualifies as a Section 3 business concern under the check-marked category below:

- _____ 1) is 51% or more owned by Section 3 residents; or
- _____ 2) whose permanent, full-time employees include persons at least 30% of whom are currently Section 3 residents; or
- _____ 3) provides evidence of a commitment to subcontract in excess of 25% of the dollar amount of all subcontracts to be awarded to qualified Section 3 business concerns

Income Limits 2025

# in Household	1	2	3	4	5	6	7	8
80% AMI (gross)	\$51,950	\$59,350	\$66,750	\$74,150	\$80,100	\$86,050	\$91,950	\$97,900

Placing a check mark under category 1 or 2 implies that you (the official representative of the business) required each employee or owner to fill out the Section 3 Resident self-certification form, so that you can truthfully claim qualification under either category. Section 3 Resident certifications do not need to be submitted with this form but MUST be kept in your business records. This certification is valid for a period of three (3) years.

III. VERIFICATION

The Company hereby agrees to provide, upon request, documents verifying the information provided above. The applicant acknowledges that the information provided on this form may be disclosed to the public in response to requests made under the Freedom of Information Act. This applicant waives or releases any rights or claims it may have against the release of such information.

In addition, the applicant authorizes the information provided to be added to a database of Section 3 businesses, which will enable my business to receive notification of contracting opportunities for future Section 3 covered projects. I understand that this list may be accessed by Magnolia Housing Authority it sub-grantees, contractors, and developers working on Section 3 covered projects. **YES () NO ()**

Under penalty of perjury, I certify that I am the _____(title) of the company listed above; that I am authorized by the company to execute this affidavit on its behalf; that I have personal knowledge of the certifications made in this affidavit and that the same are true.

Name (signature): _____ Date: _____

Name (print): _____ Title: _____

SECTION 3 BUSINESS CONCERN CONTRACTING STRATEGIES

*To be completed by non-Section 3 business concerns, sub-grantees, and Section 3 business concerns certified under category 3.

Please check a minimum of two (2) items that will be utilized in attempt to comply with Section 3.

- Consider potential contractor's record of Section 3 compliance in determining their ability to perform successfully under the terms and conditions of proposed Section 3 contracts (e.g., past actions and plans for the pending contract)
- Ensure that Section 3 business concerns are notified of pending contracting opportunities by taking such steps as:
 - Informing business assistance agencies, minority contractors associations, City of Magnolia resident organizations, and community organizations of opportunities
 - Providing written notice to known Section 3 business concerns of contracting opportunities that contains information on where to obtain additional information
 - Conducting pre-bid meeting with Section 3 business concerns
 - Advertising opportunities through trade association papers and local media (e.g., radio, newspapers and newsletters)
 - Notifying agencies administering DOL YouthBuild programs of opportunities
- Request the assistance of contractor's associations and resident community organizations in identifying Section 3 businesses that may solicit bids or proposals for contracts
- Follow up with Section 3 business concerns that have expressed interest in contracting opportunities by providing additional information
- Carry out workshops on contracting procedures and specific contract opportunities
- Advise Section 3 business concerns of assistance resources for obtaining bonding, lines of credit, financing or insurance
- Break out contract work items into economically feasible units to facilitate participation by Section 3 business concerns
- Utilize the database of previously certified Section 3 business concerns
- Establish programs designed to assist PHA residents in creating and developing resident- owned businesses
- Link Section 3 business concerns to support services
- Actively support joint ventures with Section 3 business concerns
- Coordinate Section 3 business list development within local jurisdictions

Name (signature): _____ Date: _____

Name (print): _____ Title: _____

Attachments:

- A. Property addresses
- B. Property site maps

Alcardun Heights	501 S. Jefferson, Magnolia, AR 71753
Meadowbrook Lane	205 S. Verda, Magnolia, AR 71753
Sherwood Drive	Sherwood Dr. Magnolia, AR 71753