

Norman Enterprises, Inc. dba Norman Roofing
P.O. Box 1350
Meridian, MS 39302-1350

Hinds County Human Resource Agency
A Roof Renovation Project for:
West Side Head Start Center
Bid # 0225R28319

Certificate of Responsibility #: 05413-MC

BID BOND

Travelers Casualty and Surety Company of America
Hartford, CT 06183

CONTRACTOR:

(Name, legal status and address)

Norman Enterprises, Inc. DBA Norman Roofing
P.O. Box 1350
Meridian, MS 39302

OWNER:

(Name, legal status and address)

Hinds County Human Resource Agency
258 Maddox Rd
Jackson, MS 39212

SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America

BOND AMOUNT: 5% of Total Bid

PROJECT:

(Name, location or address, and Project number, if any)

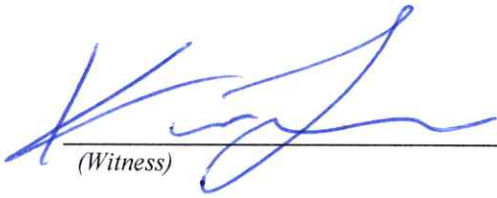
Project No. 17-013.16.3 - A Roof Renovation Project for Westside Head Start Center Re-Roofing

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 27th day of March, 2025.

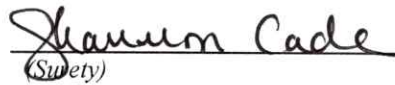

(Witness)


(Witness)

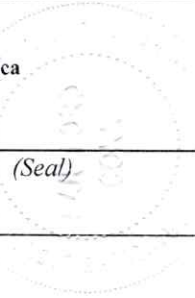
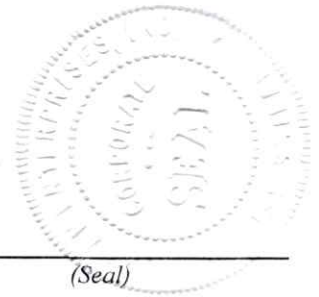

(Principal)

C. Tyler Norman, President
(Title)

Travelers Casualty and Surety Company of America


(Surety)

Shannon Cade, Attorney-In-Fact
(Title)





Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint **Shannon Cade** of **MERIDIAN**, **Mississippi**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **16th** day of **February, 2024**.



State of Connecticut

By: 
Bryce Grissom, Senior Vice President

City of Hartford ss.

On this the **16th** day of **February, 2024**, before me personally appeared **Bryce Grissom**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**





Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **27th** day of **March**, **2025**





Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

SECTION 00400 - PROPOSAL FORM

THE PROJECT AND THE PARTIES

TO: Hinds County Human Resource Agency
Fiscal Department of
Attn: Shirley Gibbs
258 Maddox Road
Jackson, Mississippi 39212

Date: 03/27/2025

RE: A Roof Renovation Project for:
West Side Head Start Center
BID # 0225R28319

Prepared by: McElroy Architecture, PLLC/
William L. McElroy AIA, NCARB
4880 McWillie Circle
Jackson, Mississippi 39206

Ladies and Gentlemen:

I/We having carefully examined the Drawings, Specifications and all Addenda issued prior to the bid opening date, having visited the Project site and apprised myself/ourselves of the conditions affecting the work to be performed, and having obtained and correlated any other information deemed necessary by me/us to submit this bid, hereby propose to furnish all services and labor, and all supplies, materials, and equipment required to complete the work at the cost indicated herein below. I/We will not withdraw this bid for forty-five (45) days from the date of the bid opening. If written notice of acceptance of this bid is received by me/us from Hinds County Human Resource Agency within sixty (60) days after the date of the bid opening, I/we shall submit to the Project Administrator, within ten (10) working days after the receipt of such notice, an executed contract and all other documentation required by the bid specifications. I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS BID TO ME/US BY HINDS COUNTY HUMAN RESOURCE AGENCY NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS BID SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN HINDS COUNTY HUMAN RESOURCE AGENCY AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH HINDS COUNTY HUMAN RESOURCE AGENCY AND ME/US OF A FORMAL, WRITTEN AGREEMENT.

Respectfully submitted,

Norman Enterprises, Inc. dba Norman Roofing
Contractor

Signature

C. Tyler Norman

Print Name

President

Title

05413-MC

Certificate of Responsibility Number, If Required

April 8, 2026

Certificate of Responsibility Number Expiration Date

PO Box 1350, Meridian, MS 39302

Mailing Address

2510 A Street, Meridian, MS 39301

Street Address

601-483-4079

Business Telephone Number

601-483-4705

Facsimile Number

BASE BID

All labor, materials, and equipment to complete the entire Scope of Work (Modified by Addenda as applicable) for the following project:

PLEASE INCLUDE IN YOUR BASE BID A CONTINGENCY ALLOWANCE: \$15,000.00

Four hundred thirty eight thousand three hundred fifty and no/100----- Dollars
(\$ 438,350.00)

CEMENTITIOUS ROOF DECK – UNIT PRICE

Provide unit price per 32"x96"x2" cementitious roof deck panel removal and replacement. Unit price to include cost of procurement, delivery, removal of existing panel, and installation of new panel.
Thirteen and 50/100----- Per Panel (\$ 13.50) Per Panel)

ROOF INSULATION REMOVAL AND REPLACEMENT – UNIT PRICE

Provide unit price per square foot of existing roof insulation removal and replacement beyond scope identified as base bid requirements in project documents. Unit price to include cost of procurement, delivery, removal of existing insulation, and installation of new insulation.

Seven and no/100----- Per Square foot (\$ 7.00) PSF)

ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for forty-five (45) from the bid closing date. If this bid is accepted by Hinds County Human Resource Agency within the time period stated above, we will:

1. Execute the Agreement within seven days of receipt of Notice of Award.
2. Furnish the required bonds within seven days of receipt of Notice of Award.
3. Commence work within seven days after written Notice to Proceed of this bid.

If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Hinds County Human Resource Agency, Mississippi by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

CONTRACT TIME

If this Bid is accepted, we will:

Complete the proposed Scope of Work to allow the entire project to be completed within Forty Five (45) calendar days from Notice to Proceed.

CHANGES TO THE WORK

When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:

Fifteen (15%) percent overhead and profit on the net cost of our own Work;

Ten Percent (10%) percent on the cost of work done by any Subcontractor.

Acknowledgment of Receipt of Addenda

M3A Architecture, PLLC/
William L. McElroy AIA, NCARB
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A Roof Renovation Project for:
West Side Head Start Center
HINDS COUNTY HUMAN RESOURCE AGENCY
Jackson, Mississippi

Contractor shall acknowledge receipt of all addenda issued during the course of this bid process. In addition to acknowledging receipt of addenda, the addenda may require additional information from the Contractor (e.g., additional or modified pricing information), in which case the addenda shall not only be acknowledged below but shall be completed and attached to Contractor's bid at the time of submission. Receipt of the following addenda issued during the course of this bid is hereby acknowledged:

Addenda No. 1 Date: 3/17/2025

Acknowledgement: 

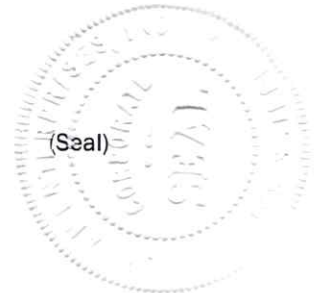
Addenda No. 2 Date: 3/24/2025

Acknowledgement: 

BID FORM SIGNATURE(S)

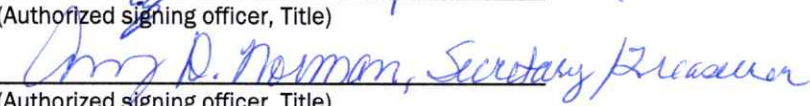
The Corporate Seal of:
Norman Enterprises, Inc. dba Norman Roofing

(Bidder - print the full name of your firm)



was hereunto affixed in the presence of:

 president
(Authorized signing officer, Title)

 Secretary/Treasurer
(Authorized signing officer, Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF SECTION 00410