



To New and Existing Vendors:

We are very pleased that your company has chosen to do business with the Audubon Nature Institute and we hope that we will have a long and harmonious relationship with you.

Attached to the letter you will find:

IRS Form W-9, Credit Information, Tax Exempt Letter, Vendor Classification Form, Useful Numbers and Information on how to do business with Audubon Nature Institute.

FORMS TO RETURN: W-9 Please return the W-9 form with federal taxpayer identification number or social security number, the date and signature. In addition, please indicate if your business is incorporated and return the form to us as soon as possible. It is our policy to have a W-9 on file for every vendor and invoices will not be processed until the completed and signed W-9 is returned.

Vendor Classification Form: Please complete the form and check all classifications that apply. Please remember to sign the bottom of the form.

Fax forms to 504-866-1224 or register online at www.auduboninstitute.org/bid

CREDIT INFORMATION:

Federal ID #51-0157624

Audubon Nature Institute is a Not for Profit Management Company who operates the Facilities listed below for Audubon Commission. Sales tax exempt letter is included in this package.

BACKGROUND INVESTIGATIONS & DRUG SCREENING

Audubon is committed to providing safe facilities for our employees and guests. Audubon reserves the right to, at any time, require individuals working on behalf of vendors/contractors who are at Audubon Facilities regularly and/or have unsupervised access to Audubon guests, particularly children, to pass background investigations and/or drug screening.

BANK INFORMATION:

Whitney Bank
228 St. Charles Avenue
New Orleans, LA 70130 Attn: Sandra McClain-Cutrer

JP Morgan Chase
201 St. Charles Ave
New Orleans, LA
Attn: Patrice McNeal 504-623-1495

BUSINESS REFERENCES:

McRoberts Sales Co., Inc
Kathi Davis
PO BOX 489
Ruskin, FL 33575
Phone 813-645-2561 Fax 813-645-2565

Promo Ad
Juan Barreto
10045 Carrollton Ave
New Orleans, LA 70118
Phone 504-866-5536 Fax 504-866-5776

MPress-Brennan's Printing
Keith Jung
4100 Howard Avenue
New Orleans, La. 70125
Phone 504.734.7371 Fax 504.262.0696

PAYMENT METHODS**Credit Cards**

Our preferred method of payment is to use an Audubon Nature Institute MasterCard. Employees who have been given authority to use such cards will provide their credit card information at the time of purchase. Please do not retain the card information as more than one employee may purchase from your company. You must provide the cardholder with a copy of their receipt for the purchase. If mailing a receipt, you must include the employees' name that placed the order.

PURCHASE ORDERS

If your company does not accept MasterCard or the employee does not have a card then you must receive a Purchase Order number prior to accepting the order. Audubon Nature Institute shall only be held accountable for procurement on an authorized Audubon Nature Institute purchases order. We must insist that you provide a Purchase Order number when you submit your invoices to us for payment.

Accounts Payable Manager:
Jessica Bosworth - 504-212-5346

Clerk: Sharon Soileau – Phone 504-212-5192 Fax 504-862-7306
BILLING INFORMATION: SEND ALL INVOICES in DUPLICATE to:
Audubon Nature Institute Attn:
Accounts Payable
P.O. Box 4327
New Orleans, LA 70178

SHIPPING:
Deliveries should be sent to the appropriate facility listed below:
Audubon Zoo
6500 Magazine Street
New Orleans, LA 70118

Audubon Aquarium of the Americas
1 Canal Street
New Orleans, LA 70130

Audubon Louisiana Nature Center
10601 Dwyer Road
New Orleans, LA 70127

Freeport-McMoRan Audubon Species Survival Center
14001 River Road
New Orleans, LA 70131

Audubon Insectarium
Central Receiving
#1 Canal Street
New Orleans, LA 70130

We would appreciate your adherence to our policies.

Sincerely,
Cecilie Halliwill, CPPB Purchasing Director

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Audubon Nature Institute Inc</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input checked="" type="checkbox"/> Other (see instructions) ▶ Nonprofit corporation under IRS Code Section 501(c)3</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 6500 Magazine Street</p> <p>6 City, state, and ZIP code New Orleans LA 70118</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
5	1	-	0	1	5	7	6	2	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Caroline Tierney</i>	Date ▶ 5/7/18
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

State of Louisiana
 Department of Revenue and Taxation
 Certificate Covering Sales/Use Tax Exemption/Exclusion
 Covering Purchases by Political Subdivisions of
 the State of Louisiana
 Louisiana R.S. 47:301(8) (c)

<u>Political Subdivision</u> Audubon Commission (Public Agency)
<u>Address</u> 6500 Magazine Street
<u>City</u> New Orleans, Louisiana, 70118

The above referenced entity does hereby certify that the entity is a public agency of the State of Louisiana created by Act 191 of 1914.

Purchases of tangible personal property and taxable services, and/or leases and rentals of tangible personal property by the above referenced political subdivision are totally exempt from sales tax levied by the state as provided by Louisiana Revised Statute 47:301(8)(c). The Louisiana Constitution, Article VI, S 44(2) defines a political subdivision as "a parish, municipality, and any unit of local government, including a school board and a special district, authorized by law to perform government functions".

The Audubon Commission is also exempt from the payment of the local sales and use tax since it is created by a State Act.

Audubon Commission Facilities:

- Audubon Park
- Audubon Zoo
- Woldenberg Riverfront Park
- Audubon Aquarium of the Americas
- Freeport-McMoRan Audubon Species Survival Center
- Audubon Louisiana Nature Center
- Entergy Giant Screen Theater
- Audubon Butterfly Garden and Insectarium
- Insect Rearing Facility
- Aquatic Center

The authorized person for the political subdivision certifies that the entity meets the criteria for the sales tax exclusion under R.S. 47:301 (8) (c), and if sales tax is later found to be due, the entity will be responsible for any tax liabilities.

Signature of Authorized Agent

<u>Authorized Agent</u> <u>Caroline Tierney</u>	<u>Title</u> <u>Director of Finance</u>
<u>Signature</u> <i>Caroline Tierney</i>	<u>Date (mm/dd/yy)</u> 9/09/18

Professional Service -

Over \$150,000 – Request for Proposals RFP/RFQ Process

Construction

Over \$150,000 – Requires Public Bid

✚ What do we need and expect from our Suppliers?

1. Quality Service & Products
2. Timely Deliveries & Service
3. Responsible & Competitive Prices
4. Excellent communication on new products
5. Suggestions for substituting material to reduce cost
6. Accurate and detailed invoicing

✚ What does Audubon Commission Purchases?

Office Supplies	Furniture	Service Agreements
Live Fish	Aquatic Supplies	Frozen Seafood
Animal Food	Printing/Signs	Construction
Carpet	Computers/printers	Tires
Office Machines	Mailing Equipment	Lawn Equipment
Golf Carts	Vehicles	Design & Exhibit
Audio Visual Equipment	Medical Supplies	Advertising Specialties
Food	Food Equipment	Fuel
MRO Items	Plants/ Fertilizer	Janitorial Supplies
Lab Equipment	Educational Material	Waste Disposal
Vending	Pest Control	

✚ Insurance and Bonding

Insurance and bonding requirements vary, depending on the product or service being purchased. Please refer to Title 38 for bonding requirements. If Insurance is required, it will be stipulated in the RFP or RFB.

✚ Supplier Diversity

Audubon Commission continues to acknowledge the desirability of participation by business enterprises owned by members of racial and ethnic minorities, those individuals or businesses defined as economically disadvantaged and women in all Audubon projects, whether they involve construction, professional services or commodities. Such participation assists Audubon Commission in its efforts to provide real economic opportunity to those in the community who in the past and now, have not had access to the capital required or to resources needed to acquire or develop ownership interests in the enterprises, firms, or corporations contracting for such projects.

Supplier Diversity Policy is posted on website.

✚ How to get Started

1. Complete the Vendor Classification Form
2. Complete a W-9
3. Fax W-9 and Vendor Form to Purchasing
4. Check the following sites for bids and announcements

www.auduboninstitute.org/bid

www.nolalive.com

www.bidsysnc.com