



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-Cutrerera

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



Useful Numbers and Information

Facilities

Audubon Zoo Audubon Aquarium of the Americas Audubon Golf Course
Audubon Insectarium Freeport-McMoRan Audubon Species Survival Center
Audubon Louisiana Nature Center

Purchasing Contact Numbers

Cecilie Halliwill, CPPB.....504-212-5325
Denise LeBlanc504-212-5454
Erin Fleming 504-212-5228
David Hunter.....504-378-2724
George Johnson.....504-212-5355
Purchasing Fax504-866-1224

- ✚ How Does Audubon Commission – Audubon Nature Institute Purchase goods and services?

The Purchasing Department is employed by a non-profit agency known as the Audubon Nature Institute, which through legislation is authorized to purchase for The Audubon Commission, the Political Subdivision. All Political Subdivisions Follow the Louisiana Public Bid, Title 38.

Materials & Supplies

Over \$10,000.00 - Three written quotes
Over \$30,000.00 - Requires public bid

Printing

Up to \$30,000 – Three Quotes
Over \$30,000 - Requires Public bid

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

