



SHELBY COUNTY GOVERNMENT
 160 N. Main Street, Suite 900, Purchasing
 MEMPHIS, TENNESSEE 38103
 (901) 222-2250

Purchase Order No
B034501

Issue Date
12/23/19

CHANGE Purchase Order

Vendor No	Delivery Required	Terms	Ship Via	F.O.B	Requisition No.
M8096	01/03/20	N30		DEST	R077146

Issued **NATIONAL AUDUBON SOCIETY, INC.**
 To 225 VARICK STREET
 7TH FLOOR
 NEW YORK, NY 10014

Ship **SHELBY COUNTY DIVISION OF PLANNING**
 To DEVELOPMENT
 125 N. MAIN, RM 468
 MEMPHIS, TN 38103

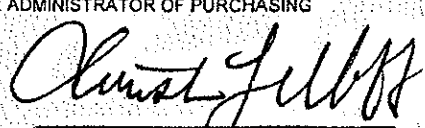
EOC #: EXEMPT
 Buyer: SONJA WORTHY

IF MATERIAL SAFETY DATA SHEETS ARE
 REQUIRED ON PRODUCT(S) THAT YOU WILL BE
 PROVIDING. PLEASE SUBMIT SAME WITH
 PRODUCT(S) DELIVERED.

Item	Quantity	U/M	Description	Unit Price	Extended Price
1 *			***** CHANGE ORDER NO. 1 DATED 02/05/2020 ENCUMBRANCE OF FUNDS FOR DESIGN AND PROGRAMING SERVICES IN THE DEVELOPMENT OF THE NATURAL WILDLIFE PORTION OF THE BIG CREEK PROJECT RESILIENCE GRANT. *SINGLE SOURCE APPROVED* COMMODITY: 918/32 ACCOUNT DISTRIBUTION: 297-271271-6678	25000.00000	25000.00
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>I hereby certify that the goods/services on attached invoice(s) have been received and that payment is in order. This is a <input type="checkbox"/> Partial payment <input type="checkbox"/> Final payment on this P.O. Payment Amount approved: \$ _____</p> <p>Signature _____ Date _____</p> </div>					
Total of Purchase Order					25000.00

ORDER SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE
 BILLING INSTRUCTIONS: SHOW PURCHASE ORDER NUMBER
 ON ALL INVOICES. NOTE: PAYMENTS MAY BE DELAYED UNLESS
 BILLING INSTRUCTIONS ARE FOLLOWED EXACTLY.

SEND ORIGINAL INVOICE TO:
 SHELBY COUNTY DIVISION OF PLANNING
 DEVELOPMENT
 125 N. MAIN, RM 468
 MEMPHIS, TN 38103
 901-576-7197

Christin L. Webb	
APPROVED: ADMINISTRATOR OF PURCHASING	
	
02/05/20	Date
_____	Authorized Signature

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 12/14/2010, from 8:00 AM to 2:00 PM.
ALERT: A December 6th change to FIS Client Suite could impact browser and web clients. System-to-System users should contact PSD for details.

Entity Dashboard

- Entity Overview
- Entity Registration
 - Cert. Data
 - Alerts
 - Regs & Certs
 - FDCS
- Exclusions
 - Active Exclusions
 - Inactive Exclusions
- Excluded Entity Members

RETURN TO SEARCH

Entity Registration Summary

Name: National Audubon Society, Inc
Business Type: Business or Organization
Last Updated By: Admin (Hazel)
Registration Status: Active
Activation Date: 08/14/2010
Expiration Date: 08/14/2010

Exclusion Summary
Active Exclusion Records: No

National Audubon Society, Inc.
DUNS: 073193908 - **CAGE Code:** 65163
Status: Active
Expiration Date: 08/14/2010
Purpose of Registrations: All Awards

Entity Overview
 223 VARICK ST 7th FL
 New York, NY 10014-4304
 UNITED STATES

SAM Search Results
List of records matching your search for :

Search Term : NATIONAL AUDUBON SOCIETY, INC*
Record Status: Active

ENTITY	National Audubon Society, Inc.	Status: Active
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DUNS: 073135808	+4:	CAGE Code: 6F163	DoDAAC:
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Expiration Date: 08/13/2020	Has Active Exclusion?: No	Debt Subject to Offset?: No
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Address: 225 VARICK ST 7th FL	
City: New York	State/Province: NEW YORK
ZIP Code: 10014-4396	Country: UNITED STATES

**Strawberry Plains Audubon Center
Proposed Services Provided for the Big Creek Resilience Project.**

The National Audubon Society (NAS) has been one of the most respected conservation nonprofit organizations in the world since 1905. For the past 21 years, Strawberry Plains Audubon Center (SPAC), has served as the regional focal point for NAS in the Mid-South. Our conservation efforts focus around the belief that where wildlife thrives, so do people and communities.

The Big Creek Resilience Project aligns directly with three of our strategic conservation priorities: Water, Bird-Friendly Communities, and Climate. More specifically, the project offers SPAC the opportunity to expand its regional influence and participate in important community driven conservation, flood mitigation, and environmental education. Over the past two years, Strawberry Plains Audubon Center has collaborated with Shelby County staff and consultants from Dalhoff Thomas Design Studio, and Barge Waggoner Sumner & Cannon, Inc. in the development of the Big Creek Resilience Master Plan and corresponding Booklet by providing biological and technical input, draft review, and participation in planning and design team meetings. Moving forward we propose to:

- Continue to provide expertise during the Construction Documents phase on components such as habitat structure and species composition, restoration methods, long-term management needs, and biological monitoring/reporting. We will participate in design team meetings and provide necessary technical resources/documentation.
- Utilize 20 years of experience in conservation land management, mitigation, restoration, and environmental education in the Greater Memphis Region to provide data driven answers to questions regarding the benefits and possible environmental impacts of the Big Creek Resilience Project. This includes participation in public forums and other forms of message communication.
- Leverage National Audubon Society's reputation as a longstanding grass-roots conservation organization and Strawberry Plains Audubon Center's regional connection to garner community support and stakeholder engagement.

- Collaborate with the design team to create a functional outdoor space for environmental education in Area 2 and to develop programming that highlights the unique attributes of the Big Creek Resilience Project as well as regional habitat and species conservation.
- Consult on long-term land management needs as requested by Shelby County.

Our previous contract had an annual fee of \$15,000. Since we anticipate a greater level of engagement this year, we are requesting a \$10,000 increase to our contract for an annual rate of \$25,000. Additional services provided include:

- We are providing direct guidance for the format and design of educational / interpretive signage. This will include consultations with our corporate design team.
- Multiple site visits have already taken place and will increase in the coming weeks for the purpose of:
 - Determining species and soil composition in targeted areas
 - Building our plan for exotic removal and control, plantings etc.
 - Identifying locations for interpretive / educational opportunities
- Using information collected during our site visits, we will work with providers to specify and source seed composition for native plantings.

Stephanie Green will continue as our Project Manager sgreen@audubon.org. For questions regarding fees, billing, contracts, etc. please feel free to contact me directly.

Thank You

Mike Muraco

Acting Executive Director, Audubon Mississippi

W: 662.252.1155

C : 662.544.8346

285 Plains Road

Holly Spring, MS. 38635

strawberry.audubon.org

Vazquez, Jim

From: Vazquez, Jim
Sent: Friday, February 07, 2020 1:33 PM
To: Masin, Chris
Subject: RE: Strawberry Plain Audubon Center request

Thanks Chris. For some reason I missed it. Sorry.

Jim

From: Masin, Chris [mailto:Chris.Masin@shelbycountyttn.gov]
Sent: Friday, February 07, 2020 1:31 PM
To: Vazquez, Jim <Jim.Vazquez@shelbycountyttn.gov>
Subject: FW: Strawberry Plain Audubon Center request

CAUTION: This email originated outside of the City of Memphis organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jim, I had CCed you a copy of the updated proposal when I sent it to Christin on 1/31.

From: Masin, Chris
Sent: Friday, January 31, 2020 1:29 PM
To: Webb, Christin <Christin.Webb@shelbycountyttn.gov>
Cc: Worthy, Sonja <Sonja.Worthy@shelbycountyttn.gov>; Jim Vazquez <jim.vazquez@memphistn.gov>; Kizer, Edward <Edward.Kizer@shelbycountyttn.gov>; Morris, Jason <Jason.Morris@shelbycountyttn.gov>
Subject: Strawberry Plain Audubon Center request

To: Christin Webb, Administrator of Purchasing:

Previously, a request was made and granted to allow Strawberry Plains Audubon Center (SPAC) a Single Source Designation for consultation service on the Big Creek Resiliency project. The request was for \$10,000 for FY20. However, the true intent of their proposal was to raise their fee \$10,000 from the FY19 Purchase Order of \$15,000 for a total of \$25,000. Attached is a new Single Source Justification form, correctly filled out for a request of \$25,000 and a copy of their proposal. I have also attached a copy of the current PO. No funds have been expended from it yet. Please accept this email as a request to allow SPAC as a single source vendor pursuant to the attached Single Source Justification Form for the amount of \$25,000.

Thanks,

Chris Masin, P.E.
Senior Engineer

Shelby County Government
6463 Haley Road
Memphis, TN 38134
Office: (901) 222-7705
Direct: (901) 222-7746
Fax: (901) 222-7747
Cell: (901) 562-2237

**Shelby County Government Purchasing
Single / Sole Source Justification Form**

The following completed information is required in order to submit a request for single or sole source approval for the utilization of an identified vendor without going through the Purchasing competitive bidding process. Forward completed form, vendor quotes, vendor sole source letter and other supporting documentation to Administrator of Purchasing christin.webb@shelbycountyttn.com.

Part I. General Information

Department/Site	Public Works - Roads, Bridges & Engineering
Date of Request	01/31/20
Description of Goods/Service	Provide design and programming services in the development of the natural wildlife portion (Area 2) of the Big Creek project funded by the National Disaster Resiliency Competition.
Single or Sole Source Requested	Single
Cost of Goods/Service	\$ 25,000.00
Funding Fiscal Year	FY20
Terms (if options to renew, confirm)	Through July 31, 2020
Recommended Vendor	Strawberry Plains Audubon Center
Vendor Contact Name	Mike Muraco
Vendor Contact Phone/Email	(662) 252-1155
Active EOC Number Confirmed (Y/N)	
Requestor's Signature	
SCG Purchasing policy P-220 requires competitive solicitation for all procurements above \$4,999. By signing this form, you are submitting a formal justification for an exception to this policy.	

Part II. Purchasing Policy P-220 Compliance

Check One (1)	Complying Justification – Complete Section III
	Goods, equipment, and supplies can only be obtained from one source or are items so exclusive that they are limited to and held exclusively by one vendor
	A component or replacement part for which there is no commercially available substitute and can only be purchased from one vendor, manufacturer, or distributor
	No available substitute and can only be purchased from one vendor
	Vendor is the sole provider for a given item or service. <i>There are no distributors.</i>
x	Compatibility and continuity is the overriding consideration
	The given item is a used item which is subject to immediate sale
	The good/service is not a sole source but specific circumstances make it necessary or beneficial to purchase from the source without utilizing the open bid process.

Next Page

Part III. Details and Explanations. *If additional space is required, please submit separate document with email.*

The Big Creek Activity portion of the National Disaster Resiliency Competition (NDRC) grant includes requirements for the project to create sustainable natural wildlife areas and walking trails. The Activity also includes planned educational experience for school children on the natural environment. Strawberry Plains Audubon Center (SPAC), located in Strawberry Plains Mississippi was approved as a Single Source Vendor by the Shelby County Purchasing Administrator on August 6, 2018 for the initial phases of this project in the amount of \$15,000.00. Subsequent to the above approval, the scope of this project has expanded leading to addition biological and technical input by SPAC including draft review and participation in planning and design team meeting for an additional fee of \$25,000.00. SPAC's mission is to inspire ecological stewardship and lead community action to conserve and manage landscape for biodiversity and habitat for birds and other wildlife through education and demonstration. Strawberry Plains accomplishes this Mission utilizing multiple means, including programs with Boy and Girl Scouts, Field Trips for Local Schools, and guided hiking trips by the Audubon Naturalists. This experience will provide a level of expertise that is needed to assure the Big Creek Activity meets and exceeds the goals set forth in the NDRC grant application.

- **A sole source justification must include an official letter from the recommended vendor on company letter confirming sole source compliance. Letter must include a signature from an authorized company representative.**
- A justification form is required each new or renewed good or service requested for single/sole source.
- All requests over \$25,000 require notification on the County website for seven (7) days prior to Administrator approval. Purchasing will provide a notification template for completion.
- All sole and single source requests exceeding \$25,000 require Mayor approval.
- All single or sole source requests exceeding \$50,000 require Board of Commissioner approval.
- If approved and a purchase order is required, attach this form and the Mayor's approval memo (if more than \$25,000) to a completed requisition and submit to Purchasing
- If approved and a contract is required, proceed to Contracts Administration for next steps.
- Additional information may be requested at any time by the Administrator of Purchasing to determine qualification of justification.

Part IV. Purchasing Decision - To be completed by the Purchasing Department ONLY.

Approved Rejected

Notes: _____

Administrator of Purchasing

Date



SHELBY COUNTY GOVERNMENT
 160 N. Main Street, Suite 900, Purchasing
 MEMPHIS, TENNESSEE 38103
 (901) 222-2250

Purchase Order No
B034501

Issue Date
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Purchase Order

Vendor No M8096	Delivery Required 01/03/20	Terms N30	Ship Via	F.O.B DEST	Requisition No R077146
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 DEVELOPMENT
 125 N. MAIN, RM 468
 MEMPHIS, TN 38103

EOC #: EXEMPT
 Buyer: SONJA WORTHY

IF MATERIAL SAFETY DATA SHEETS ARE
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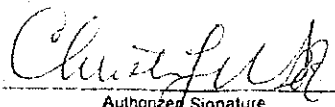
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Total of Purchase Order					10000.00

ORDER SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE
 BILLING INSTRUCTIONS. SHOW PURCHASE ORDER NUMBER
 ON ALL INVOICES. NOTE: PAYMENTS MAY BE DELAYED UNLESS
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SEND ORIGINAL INVOICE TO:
 SHELBY COUNTY DIVISION OF PLANNING
 DEVELOPMENT
 125 N. MAIN, RM 468
 MEMPHIS, TN 38103
 901-576-7197

Christin L. Webb
 APPROVED ADMINISTRATOR OF PURCHASING

12/23/19
 Date


 Authorized Signature

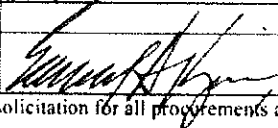
TERMS AND CONDITIONS

1. **VENDOR:** Shall in all cases be the Seller.
2. **BUYER:** Shall in all cases be the Shelby County Government/Purchasing Department.
3. **ACCEPTANCE:** This order with any attachments, constitutes the entire agreement of the Vendor and Buyer. No waiver or modification or additions to the terms of this order shall be valid unless in writing and signed by the Vendor and Buyer.
4. **PRICES:** The Buyer shall not be billed at prices higher than those stated on the front of this order. Unless otherwise specified, the price stated includes all charges for packing, hauling, storage and transportation to point of delivery. No taxes shall be included in this price except those which Vendor is required by law to collect from Buyer. If there are any of these taxes, then they shall be listed separate on the Vendor's invoice. Finance charges, interest and/or penalties for late payment will not be paid on this purchase order.
5. **PACKAGING:** Seller with package goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently marked as follows: (a) Seller's name, address; (b) Consignee's names, address and purchase order or purchase release number and the supply agreement number if applicable; (c) container number and total number of containers, e.g. box 1 of 4 boxes and (d) the number of the container bearing the packing slip. Seller shall bear cost of packaging unless otherwise provided.
6. **TITLE & RISK:** The title and risk of loss of the goods shall not pass to Buyer until Buyer actually receives and takes possession of the goods at the point or points of delivery.
7. **TRANSPORTATION CHARGES:** F.O.B destination unless delivery terms are specified otherwise in bid, Buyer agrees to reimburse Seller for transportation costs in the amount specified in the Seller's bid, or actual cost, whichever is lower, if the quoted delivery terms do not include transportation costs, provided, Buyer shall have the right to designate what method of transportation shall be used to ship the goods.
8. **DELIVERY:** Substitutions will not be accepted. Partial shipments shall be allowed, however, the shipment shall be completed by the date shown on this order or order shall be subject to cancellation by Buyer. Vendor shall not ship excess quantities without Buyer's prior approval.
9. **INVOICING:** Vendor shall invoice all shipments in duplicate. The invoice shall describe the items, reflect any applicable terms of payment, and must show the Purchase Order Number. Unless this Purchase Order Number is shown on the invoice, it may be returned to the Vendor. The invoice shall be an original or a certified copy by the Vendor.
10. **GRATUITIES:** Shelby County Government may, by written notice to the Seller, cancel any contract and/or purchase order without liability to Seller if it is determined by the County that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officials or employee of the County with a view toward securing a contract for securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performing of such a contract. In the event the contract and/or purchase order is canceled by the County pursuant to this provision, the County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Seller in providing such gratuities.
11. **WARRANTIES:** Seller warrants that the items and services covered hereunder will conform to applicable specifications, instructions, drawings, data and samples, will be merchantable, of good material and workmanship, free from defects and will be fit and sufficient for the purpose intended. These warranties shall be in addition to all other warranties, expressed, implied or statutory. Payment for, inspection of, or receipt of articles or services shall not constitute a waiver of any breach of warranty.
12. **AUTHORIZATION FOR CHANGES:** Only the Administrator of Purchasing or his designated person has the authority to change any description, price or delivery date on this Purchase Order. If the terms listed hereon were purchased by the Buyer on a formal bid form, then NO change in above will be made.
13. **DEFAULT-CANCELLATION:** Buyer reserves the right by written notice of default, to cancel the order, without liability to Buyer, in the event of the happening of any of the following: insolvency of Seller, the filing of voluntary petition in bankruptcy of Seller, the filing of an involuntary petition to have Seller declared bankrupt, the appointment of a Receiver or Trustee for Seller, or the execution by Seller of an assignment for the benefit of creditors. If Seller fails to perform as specified herein, or if Seller breaches any of the terms hereof, Buyer reserves the right, without any liability to Buyer, upon giving Seller written notice, to (1) cancel this order in whole or in part, by written notice to Seller and Seller shall be liable to Buyer for all damages, losses and liability incurred by Buyer directly or indirectly resulting from Seller's breach, or (2) obtain the goods ordered herein from another source with any excess cost resulting therefrom, chargeable to Seller, if such deficiencies are not remedied. The remedies herein provided shall be cumulative and in addition to any other remedies provided at law or in equity.
14. **INDEMNIFICATION:** Seller agrees to indemnify and hold harmless Buyer, its successors and assigns, customers and users of its products against all suits at law or in equity and from all damages, claims and demands arising out of death or injury, to any person or damages to any property alleged to have resulted from the goods hereby ordered, and, upon the tendering of any suit or claim to Seller, to defend the same at Seller's expense as to all costs, fees and damages. The foregoing indemnification shall apply whether as to all costs, fees and damages. The foregoing indemnification shall apply whether Seller or Buyer defends such suit or claims and whether the death, injury or property damage is caused by the sole or concurrent negligence of Seller or otherwise.
15. **PATENT INDEMNIFICATION:** Seller shall indemnify and save harmless Buyer, its successors, assigns, customers and users of its products, from and against all loss, liability and damage including costs and expenses, resulting from any claim that the manufacture, use, sale or resale of any goods supplied under this order infringe any patent or patent rights, and Seller shall when notified, defend any action or claim of such infringement at its own expense.
16. **ASSIGNMENT:** Neither the contract or this purchase order, nor this order nor any rights or obligations herein may be assigned by Seller, nor may Seller delegate the performance of any of its duties hereunder without, in either case, County's prior written consent. Any assignment or attempted assignment, or any nature to third parties, without consent of the County, shall be cause for termination of the contract and/or purchase order at the option of the County.
17. **EQUAL EMPLOYMENT:** To comply fully with the equal requirements of Title VII of Civil Rights Act of 1964, and with Title VI of the Civil Rights Act of 1964.
18. **CONFLICT OF INTEREST:** No part of the total contract and/or purchase order amount shall be paid directly or indirectly to any official or employee of the County of Shelby Tennessee as wages, compensation, or gifts in exchange for acting as official, agent, employee, subcontractor, or consultant to the contractor in connection with any work contemplated or performed relative to this contract.
19. **HANDICAP, RACE, COLOR, RELIGION, SEX, OR NATIONAL ORIGIN:** No person on the grounds of handicap, race, color, religion, sex or national origin, will be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this contract, or in the employment practices of the contractor (vendor).
20. **APPLICABLE LAW AND VENUE:** The validity, interpretation and performance of these terms and conditions shall be governed by the laws of the State of Tennessee. By acceptance of this order, the vendor agrees that the venue for any cause of action arising pursuant to same shall be the courts of the State of Tennessee and any attempt by vendor to limit the effect of this provision shall be null and void.
21. **UNIFORM COMMERCIAL CODE:** If any provisions of this agreement are in conflict with the provisions of Title 47, Chapters 1 through 9, TCA, it is the intent of this agreement to modify or vary the provisions of Title 47 of the TCA.
22. **LIABILITY:** Any attempt by Vendor to limit its liability for goods or services provided under this purchase order shall be void and of no effect.

**Shelby County Government Purchasing
Single / Sole Source Justification Form**

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Part I. General Information

Department/Site	Public Works - Roads, Bridges & Engineering
Date of Request	11/27/19
Description of Goods/Service	Provide design and programming services in the development of the natural wildlife portion (Area 2) of the Big Creek project funded by the National Disaster Resiliency Competition.
Single or Sole Source Requested	Single
Cost of Goods/Service	\$ 10,000.00
Funding Fiscal Year	FY20
Terms (if options to renew, confirm)	Through July 31, 2020
Recommended Vendor	Strawberry Plains Audubon Center
Vendor Contact Name	Mike Muraco
Vendor Contact Phone/Email	(662) 252-1155
Active EOC Number Confirmed (Y/N)	
Requestor's Signature	 SHelBY County Public Works
SCG Purchasing policy P-220 requires competitive solicitation for all procurements above \$4,999. By signing this form, you are submitting a formal justification for an exception to this policy.	

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PURCHASING DEPT

Next Page

2019 DEC 19 PM 12:54

RCVD

Part III. Details and Explanations. If additional space is required, please submit separate document with email.

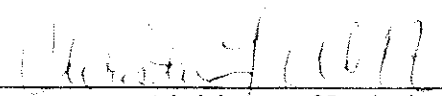
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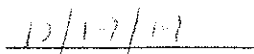
Part IV. Purchasing Decision - To be completed by the Purchasing Department ONLY.

Approved Rejected

Notes: _____



Administrator of Purchasing



Date

**Strawberry Plains Audubon Center
Proposed Services Provided for the Big Creek Resilience Project.**

The National Audubon Society (NAS) has been one of the most respected conservation nonprofit organizations in the world since 1905. For the past 21 years, Strawberry Plains Audubon Center (SPAC), has served as the regional focal point for NAS in the Mid-South. Our conservation efforts focus around the belief that where wildlife thrives, so do people and communities.

The Big Creek Resilience Project aligns directly with three of our strategic conservation priorities: Water, Bird-Friendly Communities, and Climate. More specifically, the project offers SPAC the opportunity to expand its regional influence and participate in important community driven conservation, flood mitigation, and environmental education. Over the past two years, Strawberry Plains Audubon Center has collaborated with Shelby County staff and consultants from Dalhoff Thomas Design Studio, and Barge Waggoner Sumner & Cannon, Inc. in the development of the Big Creek Resilience Master Plan and corresponding Booklet by providing biological and technical input, draft review, and participation in planning and design team meetings. Moving forward we propose to:

- Continue to provide expertise during the Construction Documents phase on components such as habitat structure and species composition, restoration methods, long-term management needs, and biological monitoring/reporting. We will participate in design team meetings and provide necessary technical resources/documentation.
- Utilize 20 years of experience in conservation land management, mitigation, restoration, and environmental education in the Greater Memphis Region to provide data driven answers to questions regarding the benefits and possible environmental impacts of the Big Creek Resilience Project. This includes participation in public forums and other forms of message communication.
- Leverage National Audubon Society's reputation as a longstanding grass-roots conservation organization and Strawberry Plains Audubon Center's regional connection to garner community support and stakeholder engagement.

- Collaborate with the design team to create a functional outdoor space for environmental education in Area 2 and to develop programming that highlights the unique attributes of the Big Creek Resilience Project as well as regional habitat and species conservation.
- Consult on long-term land management needs as requested by Shelby County.

Our previous contract had an annual fee of \$15,000. Since we anticipate a greater level of engagement this year, we are requesting a \$10,000 increase to our contract for an annual rate of \$25,000. Additional services provided include:

- We are providing direct guidance for the format and design of educational / interpretive signage. This will include consultations with our corporate design team.
- Multiple site visits have already taken place and will increase in the coming weeks for the purpose of:
 - Determining species and soil composition in targeted areas
 - Building our plan for exotic removal and control, plantings etc.
 - Identifying locations for interpretive / educational opportunities
- Using information collected during our site visits, we will work with providers to specify and source seed composition for native plantings.

Stephanie Green will continue as our Project Manager sgreen@audubon.org. For questions regarding fees, billing, contracts, etc. please feel free to contact me directly.

Thank You

Mike Muraco

Acting Executive Director, Audubon Mississippi

W: 662.252.1155

C : 662.544.8346

285 Plains Road

Holly Spring, MS. 38635

strawberry.audubon.org

REQUISITION TO THE ADMINISTRATOR OF PURCHASING
FOR THE SHELBY COUNTY GOVERNMENT

DEPT. DDP/Resilience SECTION Big Creek

FED. GRANT NO. _____ % OF GRANT FUNDS _____
 AUTHORIZED BY [Signature] DATE OF REQUISITION _____
 FUNDED BY 297 ORIGINATED BY [Signature] ON _____ DELIVERY BY _____

Buyer _____
 Commodity No. _____
 SBR# No. _____
 Due Date _____

Please Staple Attachments Here
 Attachments Included
 Emer Just.
 Asset Just.
 Order Form
 Specs.
 Literature

ITEM NO.	ACCT.	COMMODITY CODE	STOCK NO.	QUANTITY	UNIT	DESCRIPTION	P.O. NO.	PRICE	PRICE	PRICE	PRICE
	6678	918/32		1		Encumber fund for design programming services in the development of a structural police portion of the Big Creek project. \$10,000.00 Vendor # M18090					
						EOC-8-0521-28871 National Audubon Society, Inc. 225 Varick Street Ft. Elgin New York, NY 10014					
						Any questions contact Jim Vasquez 630-7170					

ON HOLD PENDING

RECEIPT OF REQUIRED FORMS
 ORDER FORMS
 FIXED ASSET JUSTIFICATION
 EMERGENCY JUSTIFICATION

ADDITIONAL INFORMATION
 ADEQUATE DESCRIPTION
 DETAIL ED SPECIFICATIONS
 APPROVAL TO PROCESS

RETURN TO DEPT FOR
 DEPT ACCT NO.
 AUTHORIZED SIGNATURE
 REQUISITION VOIDED
 PAY BY WARRANT REQUEST

DATE _____ BY _____

FOR PURCHASING DEPT. USE ONLY

PURCHASE ORDER NOTES
 001 EMERGENCY
 002 CONFIRMING
 003 ENCUMBRANCE
 004 F.O.B. DESTINATION
 005 F.O.B. SHIPPING POINT
 006 SCHCC
 007 OHCC
 008 FIXED ASSET
 009 PROOF
 010 REPLY
 011 P.O. INHOUSE
 012 AUTOSFF
 013 AUTO WISE
 014 CALCULATOR
 015 WP-DOC INDICATORS
 OTHER _____
 P.V.C. # _____

P.O. TOTAL _____

MAIL WITH P.O. ORDER FORM TAX EX CERT

PURCHASING VALUE
 ACKNOWLEDGMENT
 DEPARTMENT # _____

S-20310-T

19 5485

REQUISITION TO THE ADMINISTRATOR OF PURCHASING FOR THE SHELBY COUNTY GOVERNMENT

19 0185

DC PD

Super SIM

Requester Name: [Blank]
Attachments: None
Attachments Included:
Order Book:
Date:
Authorizing:
FUND: 007

COMMUNITY NO.
SOPS NO.
DATE NEEDED

SECTION:
% OF GRANT FUNDS:
DATE OF REQUISITION:
ON:
DELIVERY BY:

RO 77746

Main requisition table with columns for item number, description, quantity, unit, and amount. Includes handwritten entries for 'Economic Incentives for...' and '10,000'.

*Single Invoice received *
0000000000

FOR PURCHASING DEPT. USE ONLY. PURCHASER'S NOTES. Includes checkboxes for 'ORDER RECEIVED', 'ORDER SHIPPED', and 'ORDER PAID'. Includes a 'TOTAL' field with '10,000'.