

Please Use this Checklist when submitting bids and proposals for Audubon Nature Institute:

- Read Package
- Highlight Requirements
- Submit questions in writing 72 hours prior to due date and time.
- Submit the correct number of copies and original.
- Include Bid Bond (If required)
- Acknowledge Addendums (If Issued)
- Follow directions for submitting information, tabs and contents (RFP's)
- Provide samples (If required)
- Provide schedule of work (If required)
- Provide three references
- Include Corporate Resolution (If required)
- Include non-collusion statement (if required)
- Indicate Exceptions (RFP)
- Seal package and clearly mark outside shipping package with title of project.
- Submit Package prior to the date and time specified. Late bid will not be accepted.