## Southside Museum Programming for Children 20/18/B

**DATE:** 03/24/2020

**BID NUMBER 20/18/B**

**PREPARED BY:** Jessica C.

### Item & Description

<table>
<thead>
<tr>
<th>Item &amp; Description</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start up cost</td>
<td>$43,795.00</td>
</tr>
<tr>
<td>Cost per Month</td>
<td>$7,362.00</td>
</tr>
</tbody>
</table>

### Required Documents

- Curriculum Summary
- Agreement for Use of the Space
- 2020 Business Registration Certificate for the City of Santa Fe
- Professional General Liability Insurance naming City of Santa Fe as binder
- IRS Certificate for Non-Profit Status (501c3)
- CRS-EIN Number
- W 9 Form
- Executed Property Agreement between Property Owner and Program Participant
- City of Santa Fe Bid Form (filled out, 2 completed copies)
- Campaign Contribution Disclosure Form (filled out 1 copy)
- Addendum 1
- Bid Form