

## **BID/RFP ADVERTISING AUTHORIZATION FORM**

This authorization form must be fully completed. Bids will not be considered unless accompanied by a signed authorization from both the Town Treasurer and Town Administrator.

It is the responsibility of the submitting party to ensure completeness before submission to the Clerk's office.

**BID/RFP #** 1074 Long term lease of former Byfield School

**REQUESTED BY:** Diane Williamson / \_\_\_\_\_  
(Printed) \_\_\_\_\_ (Signature)

**BRIEF PROJECT NARRATIVE:** RFP For Long Term Lease of former Byfield School for best

use \_\_\_\_\_  
\_\_\_\_\_

**SOURCE OF FUNDING: N/A**

Approved by Town Council (Date) October 1, 2025  
Regular Budget Line Item (Number) \_\_\_\_\_  
Special Appropriation \_\_\_\_\_  
Grant (source) \_\_\_\_\_  
Other \_\_\_\_\_

Authorization is hereby granted to proceed with the advertising requirements for the Bid/RFP described above.

  
\_\_\_\_\_  
Steven Contente, Town Administrator (Date)

  
\_\_\_\_\_  
Carl Carulli, Town Treasurer (Date)

**Pre-Bid Meeting** no  yes **if yes**,  mandatory or  recommended

Date: \_\_\_\_\_ TBD \_\_\_\_\_ Time: \_\_\_\_\_ TBD \_\_\_\_\_

Location: \_\_\_\_\_ 220 High Street \_\_\_\_\_

Special Instructions: Times for Walk throughs of the building will be scheduled

**Question Submission Information:**

Deadline Date: \_\_\_\_\_ TBD \_\_\_\_\_ Time: \_\_\_\_\_ TBD \_\_\_\_\_

Contact Name: \_\_\_\_\_ Diane Williamson

Contact email: dwilliamson@bristolri.gov \_\_\_\_\_ Phone # 401-253-7000 ext. 126 \_\_\_\_\_

12-10-25

All fields must be completed. Incomplete authorization forms may be rejected, leading to potential postponement of bid opening dates. Forms must be completed and submitted with the bid documents no later than one week before the first scheduled advertising date.

**TOWN OF BRISTOL  
INVITATION TO BID  
BID No. 1074**

Sealed Bids will be received until noon on December 10, 2025 for the following:

**LONG-TERM LEASE OF REAL PROPERTY KNOWN AS  
FORMER BYFIELD SCHOOL  
BID # 1074**

BIDS WILL BE OPENED AT NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET, September 10, 2025, FOR THE TOWN COUNCIL MEETING OF December 10, 2025

The Town of Bristol is requesting sealed bids for the LONG-TERM LEASE OF REAL PROPERTY KNOWN AS FORMER BYFIELD SCHOOL, in accordance with all terms and specifications contained herein.

Specifications may be obtained and bids MUST be filed at the Office of the Town Clerk, 10 Court Street, Bristol, RI 02809. Specifications are available for download at <https://www.bidnetdirect.com/rhode-island/bristolri> by registering and/or logging in as a vendor.

Non-mandatory Tours of the site will be conducted between 9-12 a.m. on Friday November 21, 2025, between 9-12 a.m. on Saturday November 22, 2025; and between 1-4 p.m. on Monday, November 24, 2025.

Bids (one original marked "MASTER" and one copy) must be submitted in sealed envelope and must be clearly marked on the outside, "**LONG-TERM LEASE OF REAL PROPERTY KNOWN AS FORMER BYFIELD SCHOOL BID # 1074**" and addressed to the Town Clerk's Office, Town Hall, 10 Court Street, Bristol, RI 02809. Sealed bids will be received until noon on December 10, 2025.

Individuals requesting interpreter services for the hearing impaired must notify the Town Clerk's Office (401) 253-7000 three business days prior to the bid opening.

The Town reserves all rights to reject any and all bids, or any part thereof, or to go on the open market when it is deemed in the best interest of the Town.

MELISSA CORDEIRO  
TOWN CLERK

November 6 & 20, 2025

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## LEGAL NOTICE

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