

**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 # \_\_\_\_\_ RFP# 1079

REQUESTED BY: Diane M. Williamson / Diane M. Williamson  
(Printed) (Signature)

**BRIEF PROJECT NARRATIVE:** Realtor for marketing Byfield School for a long-term lease

**SOURCE OF FUNDING:**

Approved by Town Council (Date) \_\_\_\_\_  
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.

[Signature]  
Steven Contente, Town Administrator (Date)

[Signature]  
Carl Carulli, Town Treasurer (Date)

Pre-Bid Meeting no yes if yes, Mandatory or recommended

Date: January 16, 2025 Time: 10 am

Location: \_\_\_\_\_ at the site 220 High Street

Special Instructions (if applicable): \_\_\_\_\_

**Question Submission Information:**

Deadline Date: Jan 21, 2025 Time: 12:00 o'clock noon

Contact Name: Diane M. Williamson

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

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. 1079**

Sealed Bids will be received until noon on January 28, 2026, for the following:

**BID 1079  
REAL ESTATE BROKERAGE SERVICES FOR  
THE FORMER BYFIELD SCHOOL**

BIDS WILL BE OPENED AT NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET,  
January 28, 2026, FOR THE TOWN COUNCIL MEETING OF January 28, 2026.

The Town of Bristol is requesting sealed bids for “**BID 1079 REAL ESTATE BROKERAGE SERVICES FOR THE 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.

A Mandatory in-person pre-bid conference will be held on site, at the former Byfield School, 220 High Street, Bristol, RI 02809, on **January 16, 2026, at 10:00 a.m.**

Bids (one original marked “MASTER” and one copy) must be submitted in sealed envelope and must be clearly marked on the outside, “**BID 1079 REAL ESTATE BROKERAGE SERVICES FOR THE FORMER BYFIELD SCHOOL**” and addressed to the Town Clerk’s Office, Town Hall, 10 Court Street, Bristol, RI 02809. Sealed bids will be received until noon on **January 28, 2026.**

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

January 8<sup>th</sup> and 15<sup>th</sup>, 2026

# **LEGAL NOTICE**

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January 8 and 15, 2026