

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 # 1062

REQUESTED BY: EDWARD TANNER / [Signature]
(Printed) (Signature)

BRIEF PROJECT NARRATIVE: PURCHASE AND DELIVERY OF TREES
From Nursery (APPROX. 100 TOTAL)

SOURCE OF FUNDING:

Approved by Town Council (Date) _____
Regular Budget Line Item (Number) COMM DEV. TREE PLANTING
Special Appropriation _____
Grant (source) RIIB MUNICIPAL RESIDENCY PROGRAM GRANT
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: _____ Time: _____

Location: _____

Special Instructions (if applicable): _____

Question Submission Information:

Deadline Date: APRIL 9, 2025 Time: 12:00 Noon

Contact Name: EDWARD TANNER

Contact email: ETANNER@RAISTAR.RI.GOV Phone # 253-7006 x128

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.