

**BID/RFP ADVERTISING AUTHORIZATION FORM**

BID/RFP No. 1030 - Bristol Fourth (#1 of July Ball - 2024)

Advertising requested by: Michele Martins

Signature: [Signature] Camilla A. Ferreira

**Source of Funding:**

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

Regular Budget (Line Item Number) \_\_\_\_\_

Special Appropriation \_\_\_\_\_

Grant (Source) \_\_\_\_\_

Other \_\_\_\_\_

2023 DEC 15 AM 10:08  
TOWN CLERK  
BRISTOL TOWN

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

[Signature]  
Steven Conte, Town Administrator

[Signature]  
Sarah Hassell, Town Treasurer

12-14-23  
Date

12/14/23  
Date

**Brief Narrative of Project:**

Bid request for catering firm to provide black tie formal sit down for up to 275 people. Meals should contain:  
- crudites & grazing tables for cocktail hour.  
- Salad course with bread & butter  
- entree course with following choices: 6oz filet, salmon, vegetarian  
- Dessert course with sliders, grilled cheese, flatbreads (any variety w/ vegetarian)  
- Include all rentals needed in quote: equipment, chaf tent, serving ware (plates, utensils, water glasses, coffee cups) linen.  
Pre-Bid Meeting date, time, location (if applicable) Trash removal and staff set up & break down  
Include gratuity.

Is the pre-bid meeting mandatory (if applicable) NO

Question submission deadline date and contact information (if applicable) \_\_\_\_\_

TOWN COUNCIL  
JAN 17 2024  
MEETING

**TOWN OF BRISTOL  
INVITATION TO BID  
BID No. 1030**

Sealed Bids will be received until 12 noon on January 17, 2024 for the following:

**BRISTOL FOURTH OF JULY BALL 2024**

**BID #1030**

BIDS WILL BE OPENED AT 12 NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET ON January 17, 2024 FOR THE TOWN COUNCIL MEETING OF January 17, 2024

The Town of Bristol is requesting sealed bids for Bristol Fourth of July Ball 2024, 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.

Bids (one original marked "MASTER" and one copy) must be submitted in a sealed envelope and must be clearly marked on the outside, "**Bid #1030 – Bristol Fourth of July Ball 2024**" and addressed to the Town Clerk's Office, Town Hall, 10 Court Street, Bristol, RI 02809. Sealed bids will be received until 12 noon on January 17, 2024

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 4 and 10, 2024

## **LEGAL NOTICE**

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January 4 & 10, 2024