

INSTRUCTIONS TO BIDDERS

The City of Bismarck is calling for interested qualified persons to submit sealed bids for one City of Bismarck Class E Liquor License ("on" and/or "off" sale, beer only). **A minimum bid of \$30,000.00 is required.** This is a new license and may be sited as allowed by City Ordinance and as approved by the Bismarck City Commission. Sealed bids must be delivered to the office of the City Administrator, 221 North 5th Street, Bismarck, North Dakota, 58501, before 3:00 PM on October 29, 2020. The mailing address is; Bismarck City Administration, PO Box 5503, Bismarck, North Dakota, 58506-5503. Bids will be opened at 4:00 PM on October 29, 2020, at the Office of the City Administrator, 221 North 5th Street, Bismarck, North Dakota. Interested persons must meet all of the requirements of City Ordinance Chapter 5-01 in order to be awarded a City of Bismarck Liquor License. The award will be based upon the highest qualified bid. Award and issuance of a license and approval of a site are subject to Bismarck City Commission approval. Bids must be submitted on a form provided by the City of Bismarck.

Each bid must be on the form contained in this package and must be accompanied by an application fee of **\$200** in the form of a **certified check** or **money order** payable to the City of Bismarck. The application fee shall be non-refundable as to the highest bidder for each license but shall be refundable to un-successful bidders.

Each bidder shall bid in his/her own name on his/her on behalf or in an official capacity as an employee or owner of a company. Each bidder agrees to honor his/her bid for a period of 60 days after the opening date. The City of Bismarck reserves the right to reject any or all bids.

Award shall be based upon the highest amount bid and subject to that bidder's ability to meet the requirements for licensure under City Ordinance Chapter 5-01. The successful bidder shall submit an application for a liquor license pursuant to City Ordinance 5-01-06. If a bidder/applicant is not awarded a license, his/her bid shall be rejected, and the next highest bid shall be awarded the license subject to that bidder's ability to meet the requirements for licensure under City Ordinance Chapter 5-01.

A request for site approval may be submitted with the application. Each successful bidder awarded a license must gain site approval and begin operations within 1 year of the issuance of the license. Only persons intending to conduct operations under the license are invited to submit bids. A successful bidder may not transfer a license issued pursuant to this sale to another person without first having begun operations as defined in City Ordinance 5-01-09(10).

Upon issuance of each license, the successful bidder shall pay the full amount of the bid and the pro-rated annual fee. Ordinances relevant to this process are attached to these instructions. If you have further questions, please consult the City Ordinances or contact the City Attorney's Office at 355-1340.