



## CLASS D ALCOHOL LICENSE INSTRUCTIONS TO BIDDERS

The City of Bismarck is calling for qualified interested persons to submit sealed bids for three (3) City of Bismarck Class D Alcohol Licenses (“on” and/or “off” sale, full liquor). **A minimum bid of \$200,000.00 is required.** These are new licenses and may be sited as allowed by City Ordinance and as approved by the Bismarck City Commission. If you are bidding on more than one license a bid form and bid security are required for each license. Sealed bids must be received by the City at the office of the City Administrator, 221 North 5<sup>th</sup> Street, Bismarck, North Dakota, before 3:00 PM on September 16, 2025. The mailing address is Bismarck City Administration, 221 North 5<sup>th</sup> Street, Bismarck, North Dakota, 58501. Bids will be opened at 4:00 PM on September 16, 2025, at the Office of the City Administrator, 221 North 5<sup>th</sup> Street, Bismarck, North Dakota.

Interested persons must meet all requirements of City Ordinance Chapter 5-01 in order to be awarded a City of Bismarck Liquor License. The awards will be based on the highest qualified bids. 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 a bid security of 10% of the bid amount in the form of a **certified check or money order** payable to the City of Bismarck. The bid security shall be refundable to the unsuccessful bidders but shall be credited to the successful bidder’s purchase price.

Each bidder shall bid in their own name on their own behalf or in an official capacity as an employee or owner of a company. Each bidder agrees to honor their bid for no more than 60 days after the bid opening date. The City of Bismarck reserves the right to reject any or all bids.

The award shall be based upon the highest qualified bid and subject to those bidders’ 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, their 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 one year of the issuance of the license, unless a longer time frame has been approved by the City Commission. 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.