



## *Police Department*

**DATE:** February 3, 2020  
**FROM:** Dave Draovitch, Chief of Police  
**ITEM:** City of Bismarck Auction Contract

### **REQUEST**

I am requesting the Commission's approval of a contract between the City of Bismarck and 4 Winds Auction. The contract will be for the 2020, 2021 and 2022 City of Bismarck auctions.

Please place this item on the 2/11/2020 City Commission meeting agenda.

### **BACKGROUND INFORMATION**

Lieutenant Mike McMerty sought bids for an auctioneer to conduct the City of Bismarck 2020, 2021 and 2022 auctions. Only one bid was received and it was from 4 Winds Auctions. 4 Winds Auctions has conducted the City of Bismarck auction since 2011 and has done so in a satisfactory manner. The bid was for a commission of 12% of the auction proceeds.

### **RECOMMENDED CITY COMMISSION ACTION**

Accept the contract for the 2020, 2021 and 2022 City of Bismarck auctions.

### **STAFF CONTACT INFORMATION**

Dave Draovitch | Chief of Police, 223-1212 or [ddraovitch@bismarcknd.gov](mailto:ddraovitch@bismarcknd.gov)

## **CITY AUCTION SERVICE CONTRACT**

The Bismarck Police Department is seeking an Auctioneer to conduct the annual City of Bismarck Auction for 2020, 2021 and 2022.

The auctions must be conducted per specifications, which are available upon request at the Bismarck Police Department, 700 South 9<sup>th</sup> Street, Bismarck, ND 58504, or by contacting Lt. Michael McMerty at the Bismarck Police Department. All bids must be submitted on the bid form contained in the specifications. Bids will be received at the Bismarck Police Department until 3:00pm (local time) on Friday, January 24, 2020. Bids will be publicly opened and reviewed at 4:00pm (local time) on Monday, January 27, 2020 at the Bismarck Police Department. All bidders are invited to be present at the opening of the bids.

All bids must be mailed to the Bismarck Police Department, Attn: Lt. Michael McMerty, 700 South 9<sup>th</sup> Street, Bismarck, ND 58504 or otherwise deposited with Lt. McMerty at the Bismarck Police Department and **shall be sealed and endorsed** "Auctioneer Bid." All bids must be received by the deadline. Bids received after the deadline will not be opened and will not be considered.

The right is reserved to hold all bids for a period of 45 days, to reject any and all bids, to waive technicalities or to accept such as may be determined to be for the best interest of the City of Bismarck.

This bid is for the auctioneer sales commission for each auction that is held on the third Saturday of May.

The mandated specifications and responsibilities of the auctioneer are as follows:

### **Advertisement and prep work**

1. Must be currently licensed and bonded to conduct auction sales in the State of North Dakota.
2. Meet with the Bismarck Police Department and City department heads in February concerning the yearly auction.
3. After receiving the preliminary list of items (by the last week in March), will prepare sale bills to be printed as least one month in advance for advertisement.
4. Set up local advertising with approval of Bismarck Police Department.

### **Items needed the week prior to the auction**

1. A minimum of three 18-20 foot trailers for miscellaneous items.
2. One 20 foot flatbed trailer for the sale of bicycles.

3. One bike rack that can hold a minimum of 15 bikes upright to be used on the trailer during the auction of bicycles.
4. Order two double portable bathrooms and a wash sink.
5. Secure a food vendor for the day.

#### **Day of sale**

1. Must have an adequate public address system (PA) assuring that all bidders can hear and understand auctioneer.
2. The auction is held no matter what the weather; in case of inclement weather, an enclosed trailer will be necessary in order to conduct all necessary business related activities on the day of sale.
3. Must have at least two personnel available for bidder registration and after auction checkout at all times during the auction.
4. Must have at least two auctioneers/clerks for documentation of items sold to highest bidders.
5. Must supply at least six to eight workers to assist with the smooth transition from item to item during the bidding process.
6. Must keep complete documentation of all items sold to the identified bidder(s), assuring that each of the City departments' items are accounted for after the auction.
7. Will provide or arrange for concession services the day of sale.
8. Will have the ability to run concurrent dual auctions if the amount of items available would exceed having the auction completed in a timely manner.

#### **After sale paperwork**

1. Must provide a "bidders list" which must consist of the bidder's name, address, telephone number, driver's license number and bidder number.
2. Make copies of bidder list(s) and vehicle buyers and provide this information to the Bismarck Police Department within one week of the sale.
3. Provide auction results (items, winning bidder and highest bid) for each item supplied by the individual City departments. These results will be supplied to the Bismarck Police Department within two weeks after the sale.
4. Provide separate checks for each of the City departments that participated in the auction for the items supplied by that department, less the percentage of auction expenses.
5. The auctioneer will be responsible for all auction expenses, which will be reimbursed at the end of the auction. Auctioneer will determine the percentage of responsibility for related expenses for the individual City departments participating in the auction.
6. All bills to be paid from auctioneer and reimbursed through the auction funding. Examples are: portable bathrooms, locksmith for unlocking

doors, advertisement, and towing company for relocating vehicles, if necessary, etc.

**Other items**

1. Work closely with the Bismarck Police Department to address new concerns and changing requirements during prep work, during the auction, and after the auction.
2. The auctioneer accepts full responsibility for all checks accepted as a result of the auction.

Your sales commission for conducting the auction is 12 % for each of the annual auctions held in 2020, 2021 and 2022.

Dated this 21<sup>st</sup> day of January, 2020.

Kenneth Monson  
Signature

Harold's Auction  
Name of Company

701-220-8575  
Telephone Number