

ORDINANCE 1026

1.07.020 Procedure.

- A. All supplies of a singular or common item contracts for singular services or the total amount of all costs of one project for the city except as otherwise provided herein and in Section 1.07.030, when the estimated cost thereof shall exceed thirty thousand dollars shall be purchased from the lowest responsible bidder after due notice inviting bids or procurement through a cooperative purchasing agreement with other political subdivisions as permissible under North Dakota Century Code 11-11-14.4 and 40-05-01.52 unless otherwise determined under the terms depicted in Section 1.07.060(A)(3).
- B. All sales or disposition of obsolete or unusable property when the estimated value shall exceed ~~two thousand five hundred~~ five thousand dollars shall be sold ~~to the highest responsible bidder~~ under the procedure(s) defined in Section 1.07.060.
- C. The lowest responsible bidder, or the highest responsible bidder shall be the bidder who in addition to price, has the best ability, capacity and skill to perform the contract or provide the service required promptly or within the specified time without delay or interference. There shall also be considered character, integrity, reputation, judgment, experience and efficiency of the bidder, the quality of performance of previous contract, sufficiency of financial resources, and previous and existing compliance with state laws and city ordinances.
- D. Any plans for improvement, alteration, or construction on any city-owned building must be submitted, for consideration and approval, to the board of city commissioners prior to the commencement of any such improvement, alteration, or construction.
- E. Any acquisition of property by the city through gift, devise, bequest, or gratuitous consideration, which may subject the city to liability or financial obligation must have prior approval of the board of city commissioners.
- F. No city commissioner or city employee may obligate the city to pay or approve a voucher in any amount, which would cause the line item authorized budget, as amended, of the appropriate account to be exceeded, without prior approval of the board of city commissioners.
- G. The guidelines of subsections A through F of this section are inapplicable to the following circumstances:
 - 1. Projects which are bid or built pursuant to a call for proposals or general contractor construction, and commission-approved change orders;
 - 2. Items or contractual services which are under annual bid to the city;
 - 3. Items of finance pursuant to a bond repayment, or contractual repayment schedule and annual audit;
 - 4. Payment of insurance premiums;

Passed First Reading: November 3, 2025

Passed Second Reading: November 17, 2025

Final Passage and Adoption: November 17, 2025

CITY OF DEVILS LAKE

By: _____
Jim Moe, President
Devils Lake City Commission

ATTEST:

Spencer Halvorson
City Administrator/Auditor