

**CITY COMMISSION MEETING
VALLEY CITY, NORTH DAKOTA**

Monday, March 16, 2026
5:00 PM

The City Commission Meeting will begin on Monday, March 16, 2026 at 5:00 PM CT, at the City Commission Chambers, 220 3rd St. NE, Valley City, ND.

The meeting is also available to view online <https://us06web.zoom.us/j/85247647172> or listen by calling (1 346 248 7799) Webinar ID: 852 4764 7172.

Board of City Commissioners	Role	Department Supervisor	Role
Dave Carlsrud	President	Gwen Crawford	City Administrator
Michael Bishop	Commissioner	Carl Martineck	City Attorney
Duane Magnuson	Commissioner	Brenda Klein	Finance Director
Jeffrey Erickson	Commissioner	Brandy Johnson	Deputy Auditor
Dick Gulmon	Commissioner	Tina Drabus	City Assessor
		Scott Magnuson	Fire Chief
		Nick Horner	Police Chief
		KLJ/Moore	City Engineers

NEXT RESOLUTION NO. 2523

NEXT ORDINANCE NO. 1187

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE (PLEASE STAND)

APPROVAL OF AGENDA (ROLL CALL VOTE NEEDED WHEN CHANGES MADE TO THE AGENDA)

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

APPROVAL OF CONSENT AGENDA

- A. Approve Minutes from the 03.03.2026 Commission Meeting.
- B. Approve Monthly Reports from the Fire Chief, Electrical Superintendent, Building Inspector Finance Director and Municipal Judge.
- C. Approve House Movers License
 - a. Carrington House Movers LLC
- D. Approve Contractors License
 - a. Cash Concrete
- E. Approve Local Permit for Raffle
 - a. Valley City Area Chamber of Commerce

Roll Call: Bishop Magnuson Erickson Gulmon Carlsrud

PUBLIC COMMENTS

This portion of the meeting provides a limited public forum for Valley City residents, property owners and business owners to address the Board of City Commissioners on topics related to City business. Interested persons must submit a comment card with the individual's name, address, and the topic to be commented upon. Non-residents must provide the address of the City of Valley City business the individual operates or works at or the address of real property which the individual owns within the City of Valley City. Comments cards must be provided to the meeting secretary and approved prior to speaking. Public comments are limited solely to business matters and concerns pertinent to the City.

The following rules apply to Public Comments:

- Limited to five minutes per speaker.
- Must not interfere with the orderly conduct of the meeting.
- Must not be defamatory, abusive, harassing, or unlawful.
- May be prohibited if an alternative procedure exists to bring that particular type of public comment before the City, the public comment includes confidential or exempt information, or the public comment is otherwise prohibited by law.

Submission of written comments: In lieu of speaking, a written comment may be delivered to the meeting secretary prior to the start of the meeting. Written comments are limited to two pages. Any member of the public seeking to comment without attending in person may submit written comments to tpolecity@valleycity.us. Written comments hand delivered at the time of the meeting or emailed prior to 4:00 pm on the date of the meeting will be distributed to the Board for their information and maintained in City files. Written comments are not read aloud at the meeting

RESOLUTION

RES 2522, A Resolution Accepting Bid and Awarding Contract for Paving 133. (City Engineer)

Roll Call: Magnuson Erickson Gulmon Bishop Carlsrud

NEW BUSINESS

NB1. Approve Monthly Bills for the City and Public Works in the Amount of \$1,454,710.87

Roll Call: Erickson Gulmon Bishop Magnuson Carlsrud

NB2. Approve Quotes for Custodial Maintenance Services and Authorize City Administrator to Negotiate and Enter into Contract According to Terms of RFQ (City Attorney Martineck)

Roll Call: Gulmon Bishop Magnuson Erickson Carlsrud

CITY ADMINISTRATOR'S REPORT

CITY UPDATES & COMMISSION REPORTS

ADJOURN

**CITY COMMISSION MEETING
VALLEY CITY, NORTH DAKOTA**

Tuesday, March 03, 2026

Vice-President Bishop called the meeting to order at 5:00 PM.

Members present: Commissioner Gulmon, Commissioner Bishop, Commissioner Magnuson, City Administrator Crawford, Finance Director Klein

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

No Changes

APPROVAL OF CONSENT AGENDA

- A. Approve Minutes from the 02.17.2026 Finance and Commission Meeting**
- B. Approve Contractors License**
 - a. JLXterior LLC**
- C. Approve Tree Removal Service License**
 - a. Carrs Tree Service Inc**
- D. Approve Special Event Raffle Permit**
 - a. Disabled American Veterans Raffle Permit**
 - b. Education Foundation for Valley City Public Schools**
 - c. VCHS DECA**

Motion to approve by Commissioner Gulmon, seconded by Commissioner Magnuson.

Roll Call: Gulmon-Yes; Magnuson-Yes; Bishop-Yes Motion Passed

NEW BUSINESS

Approve NDDOT Project No. SU-CRP-2-990(062)/SU-CRP-2-990(063)/HEU-2-990(064) – 2nd Ave NE/3rd St NE/3rd Ave NE Reconstruction and 8th Ave SW Flashing Beacon.

City Engineer Petersen recommended approval of the project with the understanding that Strata will provide assurance that repairs will be made to cracked sidewalk panels.

Motion to approve by Commissioner Magnuson, seconded by Commissioner Gulmon.

Roll Call: Magnuson-Yes; Gulmon-Yes; Bishop-Yes Motion Passed

Approve PW 2026 Budget Amendments as presented.

Motion to approve by Commissioner Gulmon, seconded by Commissioner Magnuson.

Roll Call: Gulmon-Yes; Magnuson-Yes; Bishop-Yes Motion Passed

CITY ADMINISTRATOR’S REPORT

CITY UPDATES & COMMISSION REPORTS

ADJOURN

Meeting adjourned at 5:13pm

Attested to by:

Brenda Klein, Finance Director
City of Valley City

Mike Bishop, Vice President of the
City of Valley City Commission



City of Valley City, North Dakota Application for House Movers License

FOR PERIOD: April 1, 2026 – March 31, 2027

The undersigned hereby makes application for a license permit to the Board of City Commissioners of the City of Valley City, North Dakota for house moving in Valley City, to move homes in Valley City, pursuant to the Title 8: Businesses & Occupations of the City of Valley City, and agrees to comply with the requirements of the Valley City Municipal Code.

Name of Business: Carrington House Movers, LLC
Owner: Dustin Garber / Kar Schneider
Mailing Address: 1495 7th St S
City, State Zip Code: Carrington ND 58421
Phone Number: 701 652-2378
Email Address: chm11c@daKtel.com
Today's Date: 3/6/26

File the following with the City Auditor as part of this application:

INSURANCE: Certificate of Liability Insurance, City of Valley City as Certificate Holder *Should have on file*

LICENSE FEE: \$100 Initial license OR \$50 Renewal license *Pd 03.09.2026*

RETURN TO: Valley City Auditor
220 3rd St NE
Valley City, ND 58072
or
Email: tplecity@valleycity.us

Questions please call (701) 845-1700

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 54707

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **CASH CONCRETE LLC** whose address is in MOORHEAD, MN, has filed in this office proper documents for a Contractor License valid until March 1, 2027, and has complied with all requirements of North Dakota Century Code, chapter 43-07.

CASH CONCRETE LLC is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: February 23, 2026

A handwritten signature in black ink that reads "Michael Howe".

Michael Howe
Secretary of State



North Dakota Workforce
Safety & Insurance

Art Thompson
Director

Dave Pavek
PRO Workforce/Cash Concrete LLC
1271 Hwy 10 W
PO Box 1807
Detroit Lakes MN 56502

August 11, 2025

Account Information Employer account number: 1303148
Issue date: 08/11/2025
Expiration date: 09/13/2026

Certificate of Payment

Reason For Notice Workforce Safety & Insurance (WSI) certifies PRO Workforce/Cash Concrete LLC has North Dakota workers' compensation coverage from 07/01/2025 to 06/30/2026. Employees of PRO Workforce/Cash Concrete LLC are entitled to apply for WSI benefits.


Required Action Employers must post this Certificate of Payment in a conspicuous manner at the workplace. A penalty of \$250 may apply for failure to comply with this requirement. See North Dakota Century Code § 65-04-04.

Additional Information Coverage under this certificate extends to employers for their North Dakota exposure. Limited coverage may be extended for temporary and/or incidental exposure outside of North Dakota.

WSI may revoke the Certificate of Payment for failure to make required premium payments.

For More Information Contact customer service at 800-777-5033 or 701-328-3800 with questions.

Class	Classification Description
5205	Concrete Work

Sincerely,

Sarah Feist
Chief of Employer Services

PL5



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/09/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Justin A Schreiber 29549 1605 30th Ave S Moorhead, MN 56560-0000	CONTACT NAME: Justin A Schreiber 29549														
	PHONE (A/C, No, Ext): 218-233-8595 FAX (A/C, No): 218-233-8599														
	E-MAIL ADDRESS: justin.schreiber@countryfinancial.com														
	PRODUCE CUSTOMER ID:														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC#</th> </tr> </thead> <tbody> <tr> <td>INSURER A : COUNTRY Mutual Insurance Company</td> <td>20990</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A : COUNTRY Mutual Insurance Company	20990	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															
INSURED 0004966855 CASH CONCRETE LLC 1817 23RD ST S MOORHEAD, MN 565603842															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			AB9404382	01/20/2026	01/20/2027	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AB9404382	01/20/2026	01/20/2027	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000			AU9405940	01/20/2026	01/20/2027	EACH OCCURRENCE	\$ 2,000,000
							AGGREGATE	\$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS	
							OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Valley City 220 3rd St NE Valley City, ND 58072	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 GAMING DIVISION
 SFN 9338 (8-2025)

pd 03.12.2026
 \$10.00

Applying for (check one)

Local Permit Restricted Event Permit*

Games to be conducted Raffle by a Political or Legislative District Party

Bingo Raffle Raffle Board Calendar Raffle Sports Pool Poker* Twenty-One* Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.
LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group Valley City Area Chamber of Commerce		Dates of Activity (Does not include dates for the sales of tickets) June 20, 2026	
Organization or Group Contact Person Valley City Area Chamber of Commerce	E-mail chamber@valleycitychamber.com	Telephone Number 701.845.1891	
Business Address 253 Central Ave N Ste. 101	City Valley City	State ND	ZIP Code 58072
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name 200 block of 2nd Street NE; Valley City ND	County Barnes
Site Physical Address 2nd St NE (100 - 200 block approximately)	City Valley City
	State ND
	ZIP Code 58072

Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)
Duck Raffle 06.20.2026; One time only at 2:00pm

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Chamber Bucks Awarded to Top 8 places: 1st - \$500 • 2nd - \$200 •	1000
	3rd - \$100 • 4th - \$75 • 5th - \$50 • 6th - \$30 • 7th - \$25 • 8th - \$20	
	Total (limit \$50,000 per year)	\$ 1000

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds
Charitable donation - will be decided Apr 17 ^{to} non-profit

Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)
 Yes No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)
 Yes No

Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)
 No Yes - Total Retail Value: **500** (This amount is part of the total prize limit for \$50,000 per fiscal year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)
 Yes No

Printed Name of Organization Group's Permit Organizer Valley City Area Chamber of Commerce	Telephone Number 701.845.1891	E-mail Address chamber@valleycitychamber.com
Signature of Organization Group's Permit Organizer <i>Michael...</i>	Title DMV Coordinator Communication and Events Coordinator	Date 03/11/2026

RESOLUTION NO. 2522

A RESOLUTION ACCEPTING BID AND AWARDING CONTRACT FOR PAVING IMPROVEMENT DISTRICT NO. 133

WHEREAS, the City of Valley City received bids for Paving Improvement District No. 133 which have been reviewed and verified by KLJ Engineering LLC & Moore Engineering, Inc., City Engineers for the City of Valley City; and

WHEREAS, **Bituminous Paving, Inc.** submitted a bid of **\$1,484,694.00** for the improvement project and is the lowest responsible bidder; and

WHEREAS, Pursuant to N.D.C.C. § 40-22-29, the City Engineers have prepared a careful and detailed statement of the estimated costs of the work for which proposals were advertised;

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF VALLEY CITY, BARNES COUNTY, NORTH DAKOTA, that the bid of **\$1,484,694.00** submitted by **Bituminous Paving, Inc.** is accepted, that a contract will be entered into between the City of Valley City, Bituminous Paving, Inc., and all other necessary parties, for the purpose of street mill and overlay, rehabilitation, seal coating, and work necessary or incidental thereto, and that the City Administrator and the City Finance Director are authorized to sign the contract on behalf of the City of Valley City.

Passed, adopted and approved this 16th day of March, 2026.

Dave Carlsrud, President
Board of City Commissioners

ATTEST:

Brenda Klein, Finance Director

TABULATION OF BIDS
 DESCRIPTION: PAVING IMPROVEMENT DISTRICT 133
 CITY OF VALLEY CITY, NORTH DAKOTA



Bid Letting: March 11, 2026
 Comp. No. Chad Petersen
 Checked by: Logan Berg

ITEM	UNIT DESCRIPTION	UNIT	QTY	Engineers Estimate		Bituminous Paving, Inc. Ortonville, MN		Border States Paving, Inc. Fargo, ND		Northern Improvement Co. Fargo, ND		Mark Sand & Gravel Co. Fergus Falls, MN		Knife River Materials Bemidji, MN	
				UNIT PRICE	TOTAL SUM	UNIT PRICE	TOTAL SUM	UNIT PRICE	TOTAL SUM	UNIT PRICE	TOTAL SUM	UNIT PRICE	TOTAL SUM	UNIT PRICE	TOTAL SUM
BASE BID															
1	CONTRACT BOND	L SUM	1	1,500.00	1,500.00	7,000.00	7,000.00	5,662.00	5,662.00	4,600.00	4,600.00	1,000.00	1,000.00	6,700.00	6,700.00
2	REMOVAL OF CONCRETE PAVEMENT	SY	380	22.00	8,360.00	40.00	15,200.00	26.50	10,070.00	27.00	10,260.00	34.00	12,920.00	34.00	12,920.00
3	REMOVAL OF CURB & GUTTER	LF	900	11.00	9,900.00	17.00	15,300.00	16.00	14,400.00	16.00	14,400.00	15.00	13,500.00	15.00	13,500.00
4	REMOVAL OF BITUMINOUS SURFACING	SY	2,160	20.00	43,200.00	6.00	12,960.00	6.25	13,500.00	6.00	12,960.00	7.95	17,172.00	7.40	15,984.00
5	COMMON EXCAVATION-WASTE	CY	700	25.00	17,500.00	15.00	10,500.00	65.00	45,500.00	25.00	17,500.00	25.90	18,130.00	24.00	16,800.00
6	COMMON EXCAVATION-SUBCUT	CY	1,100	75.00	82,500.00	15.00	16,500.00	75.00	82,500.00	40.00	44,000.00	50.60	55,660.00	50.00	55,000.00
7	SALVAGED BASE COURSE	CY	1,246	62.00	77,252.00	20.00	24,920.00	90.00	112,140.00	95.00	118,370.00	67.00	83,482.00	58.00	72,268.00
8	FOG SEAL	GAL	1345	10.00	13,450.00	8.00	10,760.00	3.50	4,707.50	3.60	4,842.00	3.32	4,465.40	3.32	4,465.40
9	MILLING PAVEMENT SURFACE	SY	48,324	8.00	386,592.00	2.00	96,648.00	2.30	111,145.20	3.40	164,301.60	2.65	128,058.60	2.65	128,058.60
10	CRS2P EMULSIFIED ASPHALT	GAL	23,549	3.50	82,421.50	3.00	70,647.00	4.25	100,083.25	4.40	103,615.60	4.05	95,373.45	4.05	95,373.45
11	COVER COAT MATERIAL CL 41	TON	708	65.00	46,020.00	100.00	70,800.00	54.50	38,586.00	55.00	38,940.00	51.50	36,462.00	51.50	36,462.00
12	COMMERCIAL GRADE HOT MIX ASPHALT	TON	6627	175.00	1,159,725.00	120.00	795,240.00	107.00	709,089.00	120.00	795,240.00	114.00	755,478.00	168.00	1,113,336.00
13	MOBILIZATION	L SUM	1	175,000.00	175,000.00	91,000.00	91,000.00	80,000.00	80,000.00	93,800.00	93,800.00	135,000.00	135,000.00	170,000.00	170,000.00
14	TRAFFIC CONTROL	L SUM	1	10,000.00	10,000.00	15,000.00	15,000.00	22,000.00	22,000.00	12,000.00	12,000.00	15,000.00	15,000.00	5,711.25	5,711.25
15	GEOSYNTHETIC MATERIAL TYPE G	SY	3310	4.00	13,240.00	5.00	16,550.00	2.45	8,109.50	3.50	11,585.00	7.80	25,818.00	4.00	13,240.00
16	ADJUST GATE VALVE BOX	EA	26	600.00	15,600.00	300.00	7,800.00	275.00	7,150.00	115.00	2,990.00	1,600.00	41,600.00	550.00	14,300.00
17	ADJUST MANHOLE	EA	38	900.00	34,200.00	600.00	22,800.00	500.00	19,000.00	400.00	15,200.00	2,000.00	76,000.00	1,200.00	45,600.00
18	CURB & GUTTER	LF	900	65.00	58,500.00	80.00	72,000.00	74.25	66,825.00	95.00	85,500.00	74.00	66,600.00	72.00	64,800.00
19	VALLEY GUTTER 36IN	SY	50	140.00	7,000.00	190.00	9,500.00	190.00	9,500.00	210.00	10,500.00	175.00	8,750.00	175.00	8,750.00
20	VALLEY GUTTER 72IN	SY	150	150.00	22,500.00	180.00	27,000.00	190.00	28,500.00	210.00	31,500.00	175.00	26,250.00	169.00	25,350.00
21	DRIVEWAY CONCRETE	SY	250	150.00	37,500.00	180.00	45,000.00	138.00	34,500.00	142.00	35,500.00	172.00	43,000.00	168.00	42,000.00
22	PVMT MK PAINTED-MESSAGE	SF	273	15.00	4,095.00	9.00	2,457.00	10.00	2,730.00	9.00	2,457.00	8.179	2,232.87	9.50	2,593.50
23	PVMT MK PAINTED 4IN LINE	LF	2640	2.00	5,280.00	3.00	7,920.00	2.65	6,996.00	2.30	6,072.00	2.19	5,781.60	2.50	6,600.00
24	PVMT MK PAINTED 6IN LINE	LF	4236	3.75	15,885.00	4.00	16,944.00	3.15	13,343.40	3.50	14,826.00	3.29	13,936.44	3.00	12,708.00
25	PVMT MK PAINTED 24IN LINE	LF	472	11.00	5,192.00	9.00	4,248.00	7.45	3,516.40	8.40	3,964.80	7.83	3,695.76	7.00	3,304.00
TOTAL ESTIMATED PROJECT COST (Base Bid)				\$ 2,332,412.50		\$ 1,484,694.00		\$ 1,549,553.25		\$ 1,654,924.00		\$ 1,685,366.12		\$ 1,985,824.20	

TRUE TABULATION OF BIDS Chad Petersen
 KLJ Engineering LLC



REQUEST FOR QUOTES – CUSTODIAL MAINTENANCE SERVICES

The City of Valley City is requesting quotes for custodial maintenance services at the following locations:

City Hall, 220 3rd St NE
Police Station & Municipal Court, 216 2nd Ave. NE
Service Center, 136 4th Ave. SE (to be relocated to East Main St in October 2026)
Transfer Station, 11490 35th St. SE
National Guard Armory 747 7th St. SE

Form: Name of business
Name of contact person
Business address
Business phone
Acceptance of City's terms and any proposed exceptions
Monthly or hourly rate
Any other relevant information which may include qualifications and experience

Deadline: **March 11, 2026, 5:00pm**

Submit to: City Auditor's Office
City Hall
220 3rd St NE
Valley City, ND 58072
tplecity@valleycity.us

Terms:

1. Contract approval date: March 16, 2026.
2. Contract start date: March 21, 2026.
3. Initial term: Three years.
4. Requested services and cleaning schedule are attached.
5. Maximum anticipated weekly hours & time of service:
 - a. City Hall: Six hours. M-Th 8am-5pm; F 8am-4pm.
 - b. Police Station & Municipal Court: Six hours. M-F 8am-5pm.
 - c. Service Center: Four hours. M-F 8am – 4pm.
 - d. Transfer Station: Two hours. M-F 7am-4pm.
 - e. National Guard Armory: Two hours. Regular business hours, prior approval required.
6. Services will not be provided on City holidays or during emergency closures.
7. A key may be provided to Contractor for after-hours service if requested by City. Contractor is responsible for maintaining security of key and is further responsible for damages if key is lost, including cost of changing locks or reprogramming security system.
8. If requested, Contractor shall provide sufficient information to the City to perform a background check on individuals working in City buildings.

9. Minimum requirements: 18 years of age; valid ND driver's license.
10. Contractor shall submit a monthly voucher to the City on or before the 25th of each month, which shall be processed and paid with the regular City bills.
11. Contractor will supply all cleaning supplies, vacuum and other tools, equipment, and materials reasonably necessary to perform the prescribed custodial maintenance services. The quality of the cleaning agents, supplies and materials shall be determined solely by the City.
12. The City will maintain public liability and property insurance upon its premises. The Contractor assumes full liability and responsibility for all activities performed by Contractor, its agents and employees pursuant to the Agreement and agrees to indemnify and hold the City harmless from any claims, damages, suits, actions, liabilities and costs of any kind or nature brought against the City, its officers, agents, employees and volunteers arising or resulting from or in any way connected with the Agreement and the action, actions, or inaction of the Contractor, its agents and employees. The Contractor will maintain liability insurance coverage covering performance under the Agreement, the City shall be named as an additional insured, and the Contractor will provide a copy thereof to the City.
13. The Contractor agrees that it shall make no individual claims whatsoever against any elected official, appointed official, authorized representative, agent or employee of the City for, or on account of, anything done or omitted to be done in connection with the Agreement.
14. The City maintains a Drugfree Workplace. Sale, distribution, possession, use or being under the influence of alcohol and/or drugs at the workplace poses a serious threat to the health and safety of employees and to the City, and independent contractors performing work in city facilities are prohibited from engaging in these acts. The City will take appropriate action based on reasonable suspicion of a violation of this provision.
15. The City and Contractor shall comply with all provisions and requirements of Title VI of the Civil Rights Act of 1964, as amended; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1991; and the Americans With Disabilities Act of 1990, as amended. During the performance of this Agreement, the parties shall not discriminate against any person or group of persons on the basis of age, race, color, religion, sex, mental or physical disability, national origin, or income status.
16. Smoking is not permitted on or within 20 feet of City property at any time.
17. Only authorized employees of Contractor are permitted to access City facilities. Guests are prohibited. Subcontractors are not permitted under the Agreement.
18. No employee of Contractor shall disturb, touch or move items on or in desks, cabinets, boxes, tables, etc, including papers, phones, office machines and computers, without consent of the City.
19. Contract may not be assigned to another party without written authorization.
20. The City may terminate the Agreement for any reason with 30 days' prior written notice. In the event of non-performance, breach or default of the Agreement, the City may in its sole discretion terminate the Agreement immediately. Outstanding payments for services due to Contractor at the time of termination will be paid unless said services have been deemed by the City to constitute the basis for the non-performance, breach or default. Examples of non-performance, default or breach include but are not limited to:
 - a. Missing a scheduled cleaning date.
 - b. Failure to fully comply with all the provisions, terms, specifications and requirements of the Agreement.
 - c. Dishonesty, theft, criminal act(s) or other such action(s) by the Contractor and/or employees or agents of the Contractor.
 - d. Failure to provide an excellent level of service or high-quality supplies and materials after notification by the City.

Exhibit A – City Hall	
Twice a Week	Monthly
Empty Garbage & Cardboard Recycling for entire building	Dust baseboards, tops of pictures, wash wall by doors and bases of chairs.
Bathrooms, <ul style="list-style-type: none"> - wash sinks - wash countertop - dust shelves - clean toilets (inside & out) - Refill Soap, Toilet Paper and Paper Towels (if needed) 	***Two times per month clean Mayor & City Administrators Office Including Dusting Furniture, window ledges, bookcases & filing cabinet. Wipe down chairs
Clean Entryways <ul style="list-style-type: none"> - Vacuum, dust window ledges - Mop (move rug) 	Clean Vacuum Filter
Vacuum all carpet areas and rugs in building. Clean mats under office chairs.	
Wash/mop all tiled-floors (including corners, move rugs, and entryways) with mop bucket and water.	
Breakroom <ul style="list-style-type: none"> - Wipe off countertops, sink, and tables 	
Chamber & Conference Room: <ul style="list-style-type: none"> - Dust window ledges, tops of cabinets, bookshelves, tables etc 	

EXHIBIT B - Police Station			
Monday	Wednesday	Friday	Monthly
Empty Garbage	Empty Garbage	Empty Garbage	Clean Vacuum Filter
Clean Bathrooms	Clean Bathrooms	Clean Bathrooms	Vacuum & Dust Courtroom 2 X's a month (Before Court)
Vacuum Hallways, Main Office & Traffic Areas	Vacuum Hallways, Main Office & Traffic Areas	Vacuum Hallways, Main Office & Traffic Areas	Vacuum & Dust Conference Room
Wash/mop all tiled-floors including corners, move rugs	Wash/mop all tiled-floors including corners, move rugs	Wash/mop all tiled-floors including corners, move rugs	Vacuum & Dust Interview Room
Wipe off counter, sink, tables, in break room	Wipe off counter, sink, tables, in break room	Wipe off counter, sink, tables, in break room	Vacuum & Dust Sgt/Officer Space
* No other office space needs cleaned as they clean their own		** Clean mats under office chairs as needed	

EXHIBIT C - NATIONAL GUARD CLEANING SCHEDULE	
1 Day a Week	Monthly
Clean Bathrooms (3)	
Empty Garbages	
Vacuum Runners/Rugs	
Wash/mop all tiled floors including corners, move rugs	

EXHIBIT D - SERVICE CENTER CLEANING SCHEDULE	
Once A Week	Monthly
Empty Garbage & Recycling - Recycling to Include Paper & Cardboard	Dust window ledges, tops of cabinets & bookshelves
Clean Bathrooms	Clean Vacuum Filter
Vacuum hallways & traffic areas	Dust baseboards, tops of pictures, wash wall by doors
Vacuum all carpet areas in West portion of Building -Including conference room & copy room	Clean Window Sills
Wash/mop all tiled-floors including corners, move rugs	
Wipe off counter, sink, tables, in break room	
** Clean mats under office chairs as needed	

EXHIBIT E - TRANSFER STATION CLEANING SCHEDULE	
Once A Week	Monthly
Clean transfer station office	Clean south windows, inside and outside
Clean Bathrooms and breakroom (downstairs) and empty the garbage cans	Dust pictures
Wipe down counters, window ledges and tables	Clean walls by doors
Sweep and mop the floors and mats-Move the rugs and mats	
Vacuum the rugs	