
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

**Karuk Dental Clinic**

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Request for Proposals**15-RFP-032****For More Information: Tina Hockaday-Weldin (530)493-1600 ex 2010 thweldin@karuk.us****Proposal Deadline: June 12th, 2015 no later than 5:00 pm
(Pacific Standard Time)**

The Karuk Tribe seeks food service proposals in support of the 19th Annual Karuk Tribal Reunion to be held July 11, 2015. The Reunion will be held in Happy Camp, California, at the Karuk Tribe Happy Camp Administration Complex.

The Tribe's kitchen will be available to bidders for food preparation and cooking for dinner to be served at the Karuk Tribal gym and for breakfast to be served in the Karuk Tribal gym. There will be tables and chairs for dining.

Food will need to be served buffet style to aide in the fast flow of guests. Respondents will be responsible for recruiting volunteers to help with preparation, serving, and cleaning. Access to the gymnasium and kitchen is available for the entire weekend of the event including Friday.

Proposals shall include all time and tasks necessary for shopping, food preparation, service, and related services for the meals and menus listed below (the menu items are specified and not to be modified). Snack items are to be provided as a courtesy during the day; there will also be food vendors selling items.

Service also includes providing all paper goods, utensils, condiments, and trash bags, removal of trash and spill clean-up in the serving and eating areas, assistance with setting-up of tables/chairs for serving, and overall clean-up of the facilities.

Service should be planned for 600 guests at dinner, 150 guests for snacks, and about 75 for breakfast. Respondents must possess current Food Handler's Certificate.

Saturday, July 11th Snacks 11am to 1pm:

Fresh fruit trays.

Vegetable trays w/dip(s).

Cheese and Cracker Trays

Water, unsweetened iced tea, and coffee.

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Saturday, July 11th Dinner 3:30pm:

Traditionally Cooked Salmon & Acorn Soup (will be cooked and provided for serving)
Baked Chicken
Baked Beans
Tomato/Cucumber/Red Onion, Salad
Corn on the cob
Sliced Watermelon
Sheet Cakes
Water, unsweetened iced tea, and coffee (no sugar drinks).

Sunday, July 12th Breakfast 8am:

Biscuits and Gravy
Scrambled Eggs
Sausage and Bacon
Fresh Fruit
Juices, coffee, tea, and water.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history. (Be specific as necessary, such as X number of years' experience, X degree or certification, etc.)
- 2) A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) A lump sum price, with attached price page. (This can be modified to include specific details you need based on the project/work).
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, fax, or email delivered by June 12th, 2015 no later than 5PM (Pacific Standard Time) to:

Sammi Offield, Contract Compliance Specialist
Karuk Tribe – Administration Office
64236 Second Avenue
P.O. Box 1016
Happy Camp, CA 96039
Faxes will be accepted at: (530) 493-2342
Emails will be accepted at: soffield@karuk.us (No Zip Files Please)

Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) and/or Indian Preference Act of 1934 (Title 25, USC, Section 47), based on funding source requirements.

All contracts that exceed \$2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.

If applicable, construction contracts in excess of \$2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).

A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.

Price Page for 15-RFP-032:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

E-mail: _____ **Fax Number:** _____

DO NOT INCLUDE FOOD COSTS IN YOUR BID. FUNDING WILL BE PROVIDED SEPARATELY.

LABOR: Shopping, preparation, cooking, serving, cleanup: \$ _____

ADDITIONAL ITEMS: Mileage, lodging, etc.: \$ _____

TERO (if applicable): \$ _____

TOTAL: \$ _____

List previous experience providing food services for events/activities below:

List three references with phone numbers below:

1) _____

2) _____

3) _____

Other Comments:

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