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**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

**Administrative Office**

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

**Karuk Dental Clinic**

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

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**Request for Proposals****18-RFP-019**

**For More Information:** Dion Wood, (530) 493-1600 extension 2030, or [dwood@karuk.us](mailto:dwood@karuk.us)

**Proposal Deadline:** Thursday, May 24<sup>th</sup> 2018 no later than 5:00 pm (PST)

The Karuk Tribe requests proposals for the following Scope of Work for qualified vendors to provide food preparation and service for the Yreka Summer Food Program, Monday through Friday from June 11<sup>th</sup>-August 17<sup>th</sup>, 2018. Meal service is estimated from 50 – 75 children per day. Vendor shall strive to meet the guidelines of the Council approved Karuk Tribe Food Policy.

The Yreka Summer Food Program site will be at the Kahtishraam Wellness Center. Food preparation and service will be held in the kitchen and lobby. Daily lunches shall be prepared according to the dietician approved menu that will be provided. Sack lunches shall be served approximately two days each week.

Food must be prepared by the vendor (no packaged or pre-made products, with some exceptions, e.g. yogurt). In addition to food preparation, service should include all paper goods, carry-out packaging, utensils, condiments, trash bags, removal of trash and spill clean-up in the eating area and kitchen, set-up of tables/chairs (if needed), and overall clean-up of the kitchen, and dining area if used as a part of this service, after each meal.

When feasible, it is the Tribe's preference to provide support for locally grown foods that are pesticide and hormone free. Wild or cage-free proteins, culturally and seasonally appropriate are preferred. Please refer to the Tribal Council approved Karuk Tribe Food Policy.

Vendor shall conduct all shopping and the total bid shall be all-inclusive: food purchases, food preparation, kitchen facility clean-up. All leftover food and beverages for which the vendor has been contracted shall be packaged and left with a representative of the KTHA's Wellness Center.

Proposal responses should include labor costs and minor incidentals, such as mileage. As part of the submittal all persons assisting with meal preparation agree to Tuberculosis test to be administered at a Tribal Clinic at no charge. The results of the test must be submitted to the Human Resources Manager for the contract to be remain valid and starting a task. At least one person present at all times must have a valid Food Handler's certificate All persons who assist in food preparation and serving must wear hairnets and gloves, in addition to adhering to current health and safety practices as defined in Food Handler's trainings. All persons who assist in food preparation and serving must exhibit professionalism, general courtesy and respect to all people, including tribal staff. Successful bidder will be subject to a comprehensive criminal background check to work with children. Successful bidder will work closely with a summer youth worker to achieve all objectives.

## **I. Scope of Work**

### **Task One – Daily Meals**

Prepare meals for all Orleans and Somes Bar school children from Monday through Friday, 12 noon to 1 pm from June 11<sup>th</sup> - August 17<sup>th</sup>, 2018. These will be hot meals or sack lunches. We anticipate at least 50 meals per day and expect vendor to accommodate for greater numbers if needed. Please list a rate per meal for a minimum of 50 children.

### **Task Two – Extension of Services**

Vendor may accept requests to provide additional meals for Tribal Department projects. In this case and upon acceptance of extended services, vendor will allow for larger portions to accommodate the nutritional needs of adults, and may be required to have meals ready at times other than listed in this contract. Please note your willingness to provide services and list a rate per meal for adults

### **Task Three – Meal Preparation/Clean-up**

Conduct all shopping, food preparation, facility preparation, and clean-up necessary for completion of each meal. The Karuk Tribe will supply all materials necessary to complete these services, including but not limited to: cooking facilities and some equipment, cleaning supplies, etc.

### **Task Four – Documentation**

Contractor shall provide Daily Count Sign-in Sheets for each lunch served daily. Sign-in sheets will be properly filled out and reviewed by the contractor for completeness. The original daily count sheets will be scanned to the Happy Camp Administration office.

### **Responses to this Request for Proposals should include the following:**

- 1) A statement of your qualifications, including relevant work history. Please include a copy of your current Food Handler's certification.
- 2) A proposed description and rationale for completion of the contract tasks described above.
- 3) A price per meal, allowing for a minimum of 50 children's meals including beverages and packaging, with attached price page shall be submitted with the food cost as part of the proposal.
- 4) Names and telephone numbers of three client references.

**Responses must be hand, mail, or email delivered by May 24<sup>th</sup>, 2018 no later than 5:00 pm (Pacific Standard Time) to:**

**Emma Lee Perez, Contract Compliance Specialist**  
Karuk Tribe – Administration Office  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039

Faxes will NOT be accepted    Emails will be accepted at: emmaleeperez@karuk.us

**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 18-RFP- :**

**Proposal Submitted by:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Amount requested to be compensated for each task:**

- Task One: \_\_\_\_\_
- Task Two: \_\_\_\_\_
- Task Three: \_\_\_\_\_
- Task Four: \_\_\_\_\_

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

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**List up to three references with phone numbers below:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Other Comments:**

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