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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-004**

**For More Information:** April E. Attebury, Judicial Administrator,  
aattebury@karuk.us, or 1-800-505-2785 ext. 6503

**Proposal Deadline:** November 8<sup>th</sup>, 2017 by 5:00 p.m. (PST)

The Karuk Tribe respectfully requests proposals with breakout of charges for services to professionally provide Bailiff/Security services for the Karuk Tribal Court.

The Tribe will pay an hourly meeting rate, an hourly traveling rate, and compensate mileage at current GSA rate. Contractor shall submit mileage log for compensation. In the event of late court sessions or inclement weather, the Tribe may authorize over-night lodging accommodations.

**General Information:**

- 1) Work involves providing general services in the operation of a court.
- 2) Work is performed under the general supervision of the Chief Judge and/or Court Administrator.
- 3) This position has no supervisory responsibilities.

**Specific Duties and Responsibilities:**

- 1) Inspects courtroom for cleanliness, orderliness, and proper heat, light, and ventilation; parties and legal counsel are present and prepared to proceed with Court.
- 2) Announces the Judge into the courtroom and calls the court to order.
- 3) Maintains the order, decorum, and dignity of the court by seating jurors, witnesses, and spectators in specific areas of the courtroom and by ejecting persons disturbing the court proceedings.
- 4) Assists Judges, Court Clerks, witnesses, attorneys, litigants and the general public; obtains and delivers files, supplies, forms, and related items necessary for use by the judge and staff on court days.
- 5) Serves subpoenas, summons or other court documents for the court; calls or locates witnesses outside of the courtroom when ordered to testify.
- 6) Maintains logs and records of all notices served and keeps statistical records of all activities.
- 7) Attends seminars, workshops and training sessions relevant to the position.
- 8) Performs other duties as may be assigned.

**Responses to this Request for Proposals MUST include the following two items:**

- 1) Completed Bid Form (included in this proposal).
- 2) Copy of Tribal identification if claiming preference

Emma Lee Perez, Karuk Tribe Administrative Office  
64236 Second Avenue, Post Office Box 1016  
Happy Camp, CA 96039  
**Faxes will NOT be accepted**  
Emails will be accepted at [emmaleeperez@karuk.us](mailto:emmaleeperez@karuk.us)

**Responses must be hand, mail, or email delivered by November 8<sup>th</sup>, 2017 at 5:00 P.M.**

**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.**

**Karuk Tribe  
Tribal Court Bailiff/Security  
18-RFP-004**

**Bid Form**

**Proposal Submitted by:**

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

**Address:** \_\_\_\_\_

**Rates you request to be compensated for each type of meeting:**

(per hour)

Tribal Court Sessions \_\_\_\_\_

Serves subpoenas, summons or other court documents for the court \_\_\_\_\_

Hourly traveling rate \_\_\_\_\_

**List previous experience providing similar services below:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

1) \_\_\_\_\_ Phone: \_\_\_\_\_

2) \_\_\_\_\_ Phone: \_\_\_\_\_

3) \_\_\_\_\_ Phone: \_\_\_\_\_

**Other Comments or Additional Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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