
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

Request for Proposals

19-RFP-007

For More Information: Patricia Hobbs, (530) 841-3141 ext. 6304, phobbs@karuk.us

Proposal Deadline: January 21, 2019 no later than 5:00 PM (PST)

The Karuk Tribe requests proposals for the following Scope of Work required for provision of janitorial services for the Karuk Human Services Department located at 1515 S. Oregon Street in Yreka, California.

Task One – Daily Cleaning

Reception area: Vacuum, sweep and/or mop floors, empty waste baskets and replace liners, wipe down all furniture and tables, wipe down door knobs, clean reception window.

Bathrooms: Sweep and mop floors, empty waste baskets and replace liners, wipe down and disinfect toilet, sink, door handles, replace paper products, fill soap dispensers.

Common areas: Vacuum, sweep and mop floors.

Individual Office areas: Vacuum floors as requested by staff, empty waste baskets and replace liners, wipe down door knobs.

Sweep and remove cobwebs, leaves, etc. from main entry.

Task Two - Weekly Cleaning

Vacuum individual staff offices as indicated by staff (they will leave the door open when cleaning is needed).

Dust windows and surface areas of furniture in individual offices.

Wash windows as needed.

Remove cobwebs, leaves, etc from side entry ways and window areas.

Task Three – Monthly Cleaning

Wash all common area windows – interior and exterior.

Dust blinds.

Task Four – Biannual Cleaning

Shampoo carpets.

Strip and wax group rooms and bathroom floors.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant work/project history.
- 2) A lump sum price, with attached detailed price page per task.
- 3) Names and telephone numbers of three client references.
- 4) Documentation of current insurance.

Responses must be hand, mail, or email delivered by January 21st, 2019 no later than 5:00 pm (Pacific Standard Time) to:

Emma 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

Price Page for 19-RFP-007.

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each Task:

- Task #1: _____
- Task #2: _____
- Task #3: _____
- Task #4: _____

List previous experience providing services below:

List up to three references with phone numbers below:

- 1) _____
- 2) _____
- 3) _____

Other Comments:

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