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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

**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

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**Request for Proposals****25-RFP-007****AMENDMENT #1**

**For More Information:** Isha Goodwin, Food Sovereignty Program Coordinator,  
[igoodwin@karuk.us](mailto:igoodwin@karuk.us), 707-458-5487

**Recommended Site Visit:** Contact Isha Goodwin to schedule a site visit

**Proposal Deadline:** December 31st, 2024 no later than 5:00 p.m. (Pacific Standard Time)

**Project Description**

The Tishániik Tribal Farm is owned and operated by the Karuk Tribe to support the communities of Orleans, Somes Bar and the surrounding areas with food security and access. Located in the town of Orleans, with very little to no access to fresh produce at reasonable prices, the Tishániik Farm provides locally and organically grown produce at a suggested donation price. The community is regularly invited to the Farm to volunteer, for U-Pick days, field trips for schools, and scheduled tours.

**Scope of Work**

The Karuk Tribe requests proposals for the following Scope of Work for a Farm Manager required for the entire growing season at the Tishániik Farm in Orleans, CA. The Farm Manager is responsible for the clearing/brushing, planting, and cleaning, purchasing expendable farm supplies, providing lists to Karuk DNR Food Sovereignty staff for ordering of non-expendable supplies and equipment. The responsibilities include farm expansion (as necessary and agreed upon), installation of plants/fruit trees, irrigation equipment and maintenance of the farm. Farm Manager will be responsible for hiring farm assistants as needed to complete these tasks and will account for those labor expenses in their proposal. The Farm Manager will have a minimum 3 years' experience in farm management, composting practices, have a food handler certification and demonstrate passion for horticultural education.

Farm Manager will provide and maintain their own truck for use on the Farm and will have experience with equipment operations in order to have access to the tractor and other Tribal equipment by signing the Pikyav Community Lending Program agreement. The Farm Manager will attend meetings as needed with Food Sovereignty Program staff. Farm Manager and their assistants will demonstrate an ability to work harmoniously with Tribal communities and staff. Attend community and school events as requested. Any questions, concerns, needs or purchasing will be communicated with Tribal staff efficiently and in a timely manner.

Farm manager will maintain storage facilities, irrigation systems and any other Tribal equipment and supplies utilized. As well as create and utilize an inventory tracking system for farm supplies, equipment and materials. Farm Manager will follow the Karuk Tishániik Farm Standard Operating Procedures (attached). Invoicing will be required on a monthly basis and will include tracking of production and composting. This contract will be a one-year commitment

from February 1<sup>st</sup>, 2025 through January 31<sup>st</sup>, 2026 at which time it will be reassessed.

**Task One**

Complete water line burial on Tishániik Farm property. Install fencing in identified locations. Prepare, order, and install items for the spring/summer of 2025, including but not limited to the water station, shelving in storage containers, and water line burial supplies.

**Task Two**

Secure Farm Assistants as needed. Planting and harvesting for the season based off of the following list and seasonality and label rows. Coordinate with Tribal staff around planting and harvesting coordination. Suggested produce below:

Strawberries	Raspberries	Blueberries	Pears	Peaches
Figs	Squash (variety)	Pumpkins	Melons (variety)	Beets
Corn	Green Beans	Cherry Tomatoes	Roma Tomatoes	Slicer Tomatoes
Carrots	Potatoes	Basil	Cilantro	Tomatillos
Snap Peas	Garlic	Onions	Brassicas	Spring Mix
Leeks	Radishes	Zucchini	Basil	Parsley
Cucumbers (variety)	Peppers (variety)	Spinach	Brussel Sprouts	Olives
Cabbage				Pollinator Flowers

**Task Three**

Farm Manager will maintain the Tishániik Farm throughout the growing season and continue planting and harvesting based on seasonality and the growing list provided. Secure Farm Assistants as needed.

**Task Four**

Winterization of the Farm and cool weather planting and harvesting. Secure the water system for the winter months. Planting cover crops, till, mulch as needed. Prepare, order, and install items for the 2026 growing season. Farm Manager will also need to track water meters monthly throughout the growing season or as directed by contract manager. The Farm Manager will need to create and maintain an inventory list of a supplies including but not limited to tools, water line fittings, growing materials, and crates. Note: Contract manager will provide proper tracking sheets.

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

- 1) A statement of qualifications, including relevant project history.
- 2) A proposed approach and rational 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.
  - a. Include farm manage annual sum,

- b. farm worker(s) annual sum and
- c. expendable supply annual sum

4) Names and telephone numbers of three client references.

**Responses must be hand, mail, or email delivered by December 31<sup>st</sup>, 2024 no later than 5:00 p.m. (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: rfpresponse@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).**

**Price Page for 25-RFP-007 :**

**Proposal Submitted by:**

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

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

**Lump sum amount requested to be compensated for:** \_\_\_\_\_

**Provide hourly rate:**

**Expendable supply rates:**

**List previous experience as a farm manager below:**

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

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Other Comments:**

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