
Karuk Community Health Clinic

64236 Second Avenue
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Phone: (530) 493-5257
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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
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Phone: (530) 493-2201
Fax: (530) 493-5364

Request for Proposals**24-RFP-033**

For More Information: Aja Conrad - aconrad@karuk.us 530-627-3446 ext 3016

Proposal Deadline Extended: Thursday, June 20th, 2024 at 5:00 pm (Pacific Standard Time)

Catering for 2024 Klamath Fire Ecology Symposium (KFES)

Proposed Dates: July 1st – July 3rd, 2024

The Karuk Tribe requests proposals for catering 3 days of the Klamath Fire Ecology Symposium (KFES) in Happy Camp, CA. Caterers can opt to provide all meals or a portion of the meals, with preference towards proposals which can cover the entire event duration. Responsibilities include purchasing food and packaging for meals, coordinating with KFES organizers for timely daily food distribution, and managing kitchen equipment and waste from food production. Activities include preparing daily meals for 60-75 KFES participants, keeping clean and sanitary working space, and abiding by food safety and COVID safety policies. Catering activities under this task need to follow kitchen clean-up, waste sorting, and waste disposal guidelines provided by KFES organizers.

Task**Required:**

- Hold a food handler certification
- Purchase food for meals
- Be able to package all meals for take out
- Responsible for clean up of kitchen, dishes, and equipment
- Coordinate all kitchen equipment
- Bag all catering garbage
- Work with KFES logistics to reduce waste, compost, and recycle. No styrofoam!
- Work with Department of Natural Resources staff regarding kitchen and facility details
- Comply with all DNR/event COVID and Sanitation Policies

KFES organizers will provide a rough number of participants two weeks before the event, and give a final count within the week before the event begins. KFES will give list of known food allergies and sensitivities at least two weeks before the event begins. Basic kitchen sanitation supplies will be provided.

Please see attached menu page for menu requirements and ideas.

Location

Happy Camp, California.

Facilities

The Pithvuyram Center kitchen (Old Gym) will be available for preparing and as a pick-up location, with dining occurring outdoors unless it is unsafe due to heat. This facility is equipped with a commercial grade kitchen including a three-compartment sink, a gas stove/oven, an ice maker, and an industrial-sized fridge. Freezer space is very limited.

NOTE: the agenda is still being finalized, day 2 (July 2nd) is likely to be a field day, so a sack lunch may be required. Contractor will be notified as soon as the agenda is finalized for planning purposes.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant catering or event-scale food preparation history.
- 2) A lump sum price, with attached pricing/budget page. Line item charges and receipts will be required.
- 3) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by Thursday, June 20th, 2024 at 5:00 (Pacific Standard Time) to:

Emma Lee Perez, Director of Compliance
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).

Price Page for 24-RFP-033:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each task (price per person per meal):

- Task (Breakfast): _____
- Task (Lunch): _____
- Task (Dinner): _____
- Task (Breakfast for Participants with Food Sensitivities): _____
- Task (Lunch for Participants with Food Sensitivities): _____
- Task (Dinner for Participants with Food Sensitivities): _____

List previous experience in food preparation or catering for more than 20 people below:

List three reasons that make you excited to help with KFES catering:

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

How prepared do you feel to provide accessible options for participants with food sensitives and allergies? (KFES Organizers will provide a detailed list of participant food allergies at least two (2) weeks before the start of the event.)

Price Page for 24-RFP-033:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Lump sum amount requested to be compensated: _____

Provide hourly rates:

Provide travel expense rates:

List up to three references with phone numbers below:

1) _____

2) _____

3) _____

Other Comments or Considerations:

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