
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

Request for Proposals**24-RFP-037****For More Information:** Isha Goodwin - igoodwin@karuk.us 530-627-3446 ext. 3032**Proposal Deadline:** June 12th, 2024 at 5:00 pm (Pacific Standard Time)**Community Day Traditional Acorn Cook - 2024 Karuk Women's + Training Exchange
(KWTREX)****Proposed Dates: June 29th, 2024**

The Karuk Tribe requests proposals for catering for traditional acorn cooking for 1 day of prescribed fire training in Orleans, CA. Responsibilities include providing acorns, materials necessary to cook them traditionally over a fire, coordinating with KWTREX organizers for time of food distribution, and managing kitchen/outside work area equipment and waste from food production. Activities include preparing food for 150 KWTREX participants, keeping clean and sanitary working space, and abiding by food safety and COVID safety policies. Catering activities under this task order need to follow kitchen/outside work area clean-up, waste sorting, and waste disposal guidelines provided by KWTREX organizers.

Task**Required:**

- Hold a food handler certification
- Purchase food for meals
 - Provide acorns
 - Provide equipment (pot, paddles, rocks, basket) necessary to cook acorns
- **Serving supplies**
 - **Paper Cups or bowls,**
- Responsible for cleanup of kitchen/outside work area, dishes, and equipment
- Coordinate all kitchen equipment
- Bag all catering garbage
- Work with KWTREX 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

Location

Orleans, CA.

Facilities

The Karuk DNR kitchen will be **available for serving acorns**, with dining occurring outdoors. Some equipment is available, including a three-compartment sink, a gas stove/oven, an ice maker, and an industrial-sized fridge. Freezer space is very limited.

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, Wednesday, June 12th, by 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: 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-037:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

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

- Task (Dinner – Traditional Acorn Meal): _____

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

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

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

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