
Karuk Community Health Clinic

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Karuk Tribe

**Administrative Office**

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Karuk Dental Clinic

64236 Second Avenue
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Request for Proposals**24-RFP-028**

For More Information: Daranda Hinkey, (530) 627-3446 Ext. 3027
Proposal Deadline: May 15th, 2024 at 5:00 pm (Pacific Standard Time)

Catering for 2024 Summer Karuk Women+'s Training Exchange (TREX)

Proposed Dates: June 22nd – June 29th, 2024

The Karuk Tribe requests proposals for catering up to 8 days of prescribed fire training in Orleans, 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 KWTREX organizers for timely daily food distribution, and managing kitchen equipment and waste from food production. Activities include preparing daily meals for 60-75 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 clean-up, waste sorting, and waste disposal guidelines provided by KWTREX organizers. Dinner on June 29th will be for a larger number (approximately 150) for the KWTREX Community Day. Produce from the Tishániik Farm will be available and encouraged for the Community Day meal.

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 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

KWTREX 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. KWTREX 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

Orleans, California.

Facilities

The Karuk DNR kitchen will be available for preparing and as a pick-up location, 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.

NOTE: Due to the uncertainty of weather and burning conditions, any or all meals may need to be shifted in terms of timing and packaging for take-out into the field.

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 (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-028:

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 KWTREX catering:

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

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

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Price Page for 24-RFP-028:

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:

KWTREX 2023 – Event Catering Menu Requirements

Breakfast: at least 1 fresh fruit side, and 1 whole grain cereal/granola; hot prepared meal.

Lunch: 1-2 fresh veggies and 1 fresh fruit side; packed meal for field lunch.

Dinner: 1-2 fresh veggies and a simple dessert; hot prepared meal.

Beverages:

- Breakfast:
 - o Good quality coffee
 - Please include half and half, whole milk, and a Soy/Almond/Oat creamer.
 - o A juice
 - o Tea (black, green, and caffeine free/herbal)
 - o Water
- Lunch (if provided on site at DNR), AND Dinner:
 - o Tea (black, green, and caffeine free/herbal)
 - o Water
- All other times participants present:
 - o Water
 - Caterer will be asked to assist with ensuring water filling stations are refilled when possible.

Snack: Caterers need to provide at least two high protein/high energy portable snack options every day. Expense charged to offer these options should be included in the proposal breakfasts OR lunch daily meal charge, or added as a lump sum to the overall proposed costs.

Caterers should consider that participants will be working long hours over hot and hilly terrain, which will require attention toward food selection. Options should seek to include protein and nutrients, with some salty snacks to aid with hydration. Treats are welcome, but sugar should NOT be considered the main source of calories for the sake of the health, safety, and comfort of our participants.

Non-dairy and vegetarian options will be needed for some 5-15 participants (estimate). The KWTREX organizers will get final counts of any food sensitivities and get these to the caterer no later than seven (7) days before the start of the event. Organizers will discuss any allergies, major or minor, and cross-contamination mitigation with the caterer.

Saturday, June 22nd will be an orientation day for the organizers, during which the caterer can get all necessary supplies to the DNR community kitchen area. The caterer is to provide dinner on this day (June 22nd), with three full meals to be provided on all other event days (June 23rd through June 29th).

A final number count of event participants will be provided to the caterer as close to 24 hours ahead of the start date of the event, as possible. Any fluctuation in timing, packing meals, or number counts will be discussed throughout the event, as in advance as possible.