

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

24-RFP-051

For More Information: Erin Hillman, Director of Operations, 530-493-1600 ext. 2004,
ehillman@karuk.us

Recommended Site Visit: By Appointment.

Proposal Deadline: Thursday, August 15, 2024 no later than 4:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work from qualified individuals/firms to operate the Karuk Tribe's Klamath River Resort Inn at 61400 Highway 96, in Happy Camp California:

- In exchange for flat fee per month, and the option of including rent and utilities (water, sewer, power, phone, internet and television valued currently at \$800.00/month) for park model home located on site at 61400 Highway 96, Happy Camp California:
- Contractor will perform all property management services needed to safely and efficiently operate the Klamath River Resort Inn.
- Contractor will review and process reservations and motel stay, collection of payments when applicable.
- Contractor will check guests in and out of motel, and take telephone and online reservations.
- Contractor shall monitor hotel website and emails and report any issues to assigned tribal representative within 24 hours.
- During regular business hours, Contractor shall make themselves available for customers who wish to rent rooms or check in. Contractor shall forward calls when necessary in order to ensure full coverage for guests.
- Contractor will respond to complaints and concerns of guests and the Karuk Tribe when necessary. A record of each complaint and its resolution shall be maintained at hotel office and will be available for review by Karuk Tribe staff.
- Contractor will perform basic facility cleaning and maintenance in and around the motel including all guest rooms, and landscaping necessary to maintain the property, facilities.
- Contractor will regularly inspect the grounds and facilities for landscaping, maintenance

(including electrical, plumbing, appliances and carpentry) and safety concerns and report any concerns to the Tribe's Maintenance Department in writing. Contractor shall report any damages or repairs needed.

- Contractor will operate all equipment necessary to maintain hotel, grounds, and property. Equipment workshop storage space will be provided, but contractor is required to keep inventory of all tools and equipment. Contractor will maintain equipment used during the course of their work.
- Contractor will clean and arrange guest rooms for guest arrivals, vacuuming, sweeping and mopping floors, empty trash receptacles, changing linens and towels, replacing toiletries when needed.
- Contractor shall clean and maintain common areas of the motel, and perform laundry duties as necessary.
- Contractor shall stock and maintain housekeeping supplies and assist guests with requests and questions as necessary.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant employment/project history.
- 2) A description of how Contractor will complete all of the contract tasks described above.
- 3) Resume to including description of similar work experience.
- 4) A lump sum price per month, with attached price page (do not add in value of housing unit that is on site).
- 5) Names and telephone numbers of three professional references.

Responses must be hand, mail, or email delivered by August 25, 2024 no later than 4:00 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 24-RFP-051:

LUMP SUM FIXED PRICE QUOTATION

ITEM	PRICE
Management of Klamath River Resort Inn- Monthly Fee	
TOTAL	\$

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