
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**15-RFP-046****For More Information: Lisa Hillman, (530) 627-3446 x 3016, lisahillman@karuk.us****Proposal Deadline: October 7th, 2015 no later than 5:00 (Pacific Standard Time)**

The Karuk Tribe requests proposals for the following Scope of Work required for qualified vendors to provide food preparation and related services for the Food Security Fall Seasonal Camp and Fall Native Foods Workshop to be held on **October 9 - 10, and October 19, 2015**. Meal service is estimated for approximately 30 people at each event.

Food must be prepared by the vendor (no pre-made products). Vendor shall conduct all shopping and the total bid shall be all-inclusive: food purchases, food preparation, packaging, facility preparation, and clean-up necessary for completion of each meal; service should include all paper goods, utensils, packaging materials, condiments, and trash bags. Proposal responses include labor costs and minor incidentals, such as mileage.

It is important to note that it is the vendor's responsibility to remove trash and conduct an overall clean-up of the kitchen at the end of each day. List pricing according to menus prescribed. The Tribe will cover the expenses and supply all materials necessary to complete the services including but not limited to: cooking facilities and equipment and cleaning supplies. To reduce trash and impact on the environment please avoid extra portion cups and Styrofoam containers.

Task One – Fall Seasonal Youth Camp, Friday October 9, 3 pm – 7 pm and Saturday October 10, 9 am – 3 pm at two locations.

Meals will be ready to take into the field one half hour before each mealtime (see times below). The Fall Seasonal Youth Camp will be based at two locations – one of which will be a campground close to Happy Camp, the other will be in Orleans. Food can be prepared in Orleans or Happy Camp. Each site has a prep kitchen that may be used to prepare meals. Meals must be ready to take to the site thirty minutes to one hour before each meal depending on location. Transport to the site will be provided, and dishes will be returned the following day.

October 9 Dinner: 6 pm

Salmon (will be provided and cooked on site)

Potato and vegetarian pasta salads

Vegetable platter with dip

Fresh Fruit

Bottled juice and water

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October 10 Breakfast: 9 am

Non-sugared cold cereals
Fresh Fruit
Egg and sausage biscuit
Bran Muffins, coffee cake
Milk, juice and water

October 10 Lunch: 12 noon

Pre-made sandwiches (define) } packaged in individual brown bags
Cookie and Apple }
Bottled juice and bottled water

October 10 Snack: 3:00 pm

Baked good, e.g. muffin (define) } packaged in individual brown bags
Fresh fruit }
Bottled juice and bottled water

Task Two – The Native Foods Workshop, Monday October 19, 9 am – 4 pm in Orleans at the Community Room.

Lunch and snacks will be transported from Community Room kitchen to a field site one half hour before lunchtime (see time noted below). An estimated 30 will be in attendance. A snack will be offered at 3 pm. This event may also be based at the ceremonial grounds at Ka'timîin, near Somes Bar. As there is no formal kitchen at this location, food will have to be prepared at the Orleans Department of Natural Resources. The complex has a prep kitchen that will be used to prepare the food service, beverages and snacks, ready to take to the site one hour before lunch at 12 noon. Transport to the site will be provided, and dishes will be returned the following day.

October 19, Lunch: 12 noon

One Meat stew (define)
Vegetable platter with dip
Rolls
Fresh Fruit
Bottled juice and water

October 19, Snack: 3 pm

Baked good, e.g. muffin (define)
Fresh fruit
Bottled juice and bottled water

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Vendor shall provide to the Karuk Tribe's Department of Natural Resources, P.O. Box 282, Orleans, CA 95556, (Attention Lisa Hillman) an invoice for their services no later than ten (10) calendar days from the last day of the event for reconciliation.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
- 2) A proposed approach and rationale 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.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, fax, or email delivered by October 7, 2014 no later than 5:00 (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 be accepted at: (530) 493-2342
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).

A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.

Price Page for 15-RFP-046:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each:

- Task, meeting, event: _____
- Task, meeting, event: _____
- Task, meeting, event: _____
- Task, meeting, event: _____

List previous experience providing food services for events/activities below:

List up to three references with phone numbers below:

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

Other Comments:

Indian Preference will apply in the selection process in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47) and/or the Tribal Employment Rights Ordinance (TERO), based on funding source requirements.

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