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**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

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**Request for Proposals**

16-RFP-003

**For More Information:** Darryl McBride 841-3141 ext. 6502 dmcbride@karuk.us**Proposal Deadline:** October 19<sup>th</sup>, 2015 no later than 5:00 p.m. (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 Child and Family Services Foster Family Recruitment Event to be held on **November 5<sup>th</sup>, 2015 at 6:00 p.m. Meal service is estimated for 25 people and the event will be held in Happy Camp.**

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.

**Task One – Dinner**

One Meat stew/soup  
Vegetable platter with dip  
Rolls  
Fresh Fruit  
Bottled juice and water  
Coffee/Tea  
Dessert

Vendor shall provide to the Karuk Tribe's Child and Family Services Department, 1519 S. Oregon Street Yreka, CA 96097 (Attention: Patricia Hobbs) an invoice for their services no later than ten (10) calendar days from the last day of the event for reconciliation.

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.

**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.
- 5)

**Responses must be hand, mail, or email delivered by October 19<sup>th</sup>, 2015 no later than 5:00 pm (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](mailto: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 16-RFP-003:**

**Proposal Submitted by:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Amount requested to be compensated for Child and Family Services Foster Family Recruitment Event November 5<sup>th</sup>, 2015:**

- Task, meeting, event: \_\_\_\_\_
  
- Task, meeting, event: \_\_\_\_\_

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

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**List up to three references with phone numbers below:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Other Comments:**

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