
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**16-RFP-028**

For More Information: Patricia Hobbs, LCSW Director Child and Family Services, (530) 841-3141
ext. 6304, phobbs@karuk.us

Proposal Deadline: June 6th, 2016, no later than 5:00 pm (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work from qualified individuals.

I. Scope of Work**Task One – Daily Cleaning**

Reception Area: Vacuum, sweep and/or mop floors, empty waste baskets and replace liners, wipe down all furniture and tables, wipe down door knobs, clean windows.

Bathrooms: Sweep and mop floors, empty waste baskets and replace liners, wipe down and disinfect toilet, sink, door handles, replace paper products, fill soap dispensers.

Common areas: Vacuum, sweep and mop floors.

Office areas: Vacuum floors weekly or as requested, empty waste baskets and replace liners, wipe down door knobs.

Task Two – Weekly Cleaning

Vacuum all individual office floors.

Dust windows and surface areas of furniture.

Task Three – Monthly Cleaning

Wash windows –interior and exterior.

Remove cobwebs, etc. from entry ways and window areas.

Dust blinds.

Task Four – Biannual Cleaning

Deep Clean Carpets.

Strip and wax group room and bathroom floors.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
- 2) A lump sum price, with attached detailed price page per task.
- 3) Names and telephone numbers of three client references.
- 4) Documentation of current insurance.

Responses must be hand, mail, fax, or email delivered by Monday June 6th, 2016 no later than 5:00 pm (Pacific Standard Time) to:

Michael Thom

Karuk Tribe – Administration Office

64236 Second Avenue

P.O. Box 1016

Happy Camp, CA 96039

Emails will be accepted at: compliance@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-028:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Lump sum amount to be compensated: _____

Amount requested to be compensated for each task:

- Task One: _____
- Task Two: _____
- Task Three: _____
- Task Four: _____

List previous experience providing janitorial services 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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