
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-020****For More Information: Dora Bernal (530) 493-1600 ex 2010, dlbernal@karuk.us****Proposal Deadline: Open Until Filled**

The Karuk Tribe seeks food service proposals for the 20th Annual Karuk Tribal Reunion to be held June 25th, 2016 in Happy Camp, CA. at the Karuk Admin Complex.

The Tribe's kitchen will be available to bidders for food preparation and cooking for dinner to be served at the Karuk Complex and for breakfast to be served in the Multi-Purpose Room.

Food will need to be prepared at the Admin Complex and served buffet style in two lines to aide in the flow of guests. Respondents will be responsible for recruiting volunteers to help with preparation, serving, and cleaning. Access to the gymnasium and kitchen is available for the entire weekend of the event including Friday.

Proposals shall include all time and tasks necessary for shopping, food preparation, service, and related services for the meals and menus listed below (menu items are subject to be modified). Snack items are to be provided as a courtesy during the day; there will also be food vendors selling items.

Service also includes providing all paper goods, utensils, condiments, and trash bags, removal of trash and spill clean-up in the serving and eating areas, assistance with setting-up of tables/chairs for serving (dinner will be served under the Health Fair tent, breakfast in the multi-purpose room), and overall clean-up of the facilities.

To reduce trash and impact to our environment, please avoid Styrofoam containers, provide iced water in pitchers (to reduce use of plastic bottles), and be mindful of recycling when possible

Service should be planned for 600 guests at Dinner and about 75 for Breakfast. Respondents must possess current Food Handler's Certificate.

Saturday, Snacks 11:00 a.m. to 1:00 p.m.

Fresh fruit trays.

Vegetable trays w/dip(s).

Cheese and Cracker Trays

Water, unsweetened iced tea, and coffee.

Saturday, Dinner 3:30 p.m.

Traditionally Cooked Salmon & Acorn Soup (will be cooked and provided for serving separately)
Baked Chicken
Baked Beans
Tomato/Cucumber/Red Onion, Salad
Corn on the cob
Sliced Watermelon
Sheet Cakes
Water, unsweetened iced tea, and coffee (no sugar drinks).

Sunday, Breakfast 8:00 a.m.

Biscuits and Gravy
Scrambled Eggs
Sausage and Bacon
Fresh Fruit
Juices, coffee, tea, and water.

DO NOT INCLUDE FOOD COSTS IN YOUR BID, FUNDING WILL BE PROVIDED SEPARATELY.

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. Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by: Open Until Filled

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.

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-020:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each task:

- Task 1- Shopping: _____
- Task 2- Preparation and Cooking: _____
- Task 3- Clean up: _____
- Task 4- Misc. Items (Mileage, Lodging): _____
- TERO Fee (If Applicable): _____
- Total: _____

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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