

**Karuk Community Health Clinic**  
64109 Hillside Road  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe



**Karuk Dental Clinic**  
64100 Hillside Road  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-1650  
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** **25-RFP-014**

**For More Information:** Ellen Johnson, 530-493-1600, [ejohnson@karuk.us](mailto:ejohnson@karuk.us)  
**Proposal Deadline:** Open Until Filled

The Karuk Tribe is seeking proposals from qualified individuals or firms to provide property management services for the Klamath River R.V. Park located at 110 Nugget Street, Happy Camp, CA 96039. The selected contractor will be responsible for the daily operations, maintenance, and tenant management of the RV park to ensure a safe, clean, and welcoming environment for all guests and residents.

### **Scope of Work:**

The selected contractor will be responsible for the following tasks:

#### **Property Management Services:**

- Perform all property management services necessary to safely and efficiently operate the RV park.
- Review and process rental applications and agreements.
- Handle monthly tenant billing and rental collections.
- Monitor tenant compliance with rental agreements, park policies, rules, and regulations.
- Check guests in and out of the park and manage telephone reservations.
- Address complaints and concerns from tenants
- Initiate and file eviction proceedings as necessary, in compliance with all applicable laws and regulations.

#### **Facility Maintenance:**

- Conduct basic facility maintenance, including but not limited to electrical, plumbing, appliances, and carpentry repairs.
- Maintenance of bathrooms and laundry facility.
- Perform all landscaping necessary to maintain the property, including mowing, trimming, and general upkeep of grounds.
- Regularly inspect grounds and facilities for maintenance and safety concerns.

- Operate and maintain all equipment necessary to maintain grounds, units, and property.

**Equipment and Inventory Management:**

- Use the provided workshop and storage space for equipment and tools.
- Maintain an inventory of all tools and equipment used.
- Ensure all equipment remains in good working order through regular maintenance and servicing.

**Contract Terms & Compensation:**

- Compensation will be negotiated based on experience and qualifications.
- The contractor is expected to comply with all applicable local, state, and federal regulations while performing services.

**Proposal Requirements:**

Interested contractors should submit a proposal including the following:

1. **Cover Letter** – A brief introduction summarizing experience and qualifications.
2. **Experience & Qualifications** – A description of relevant experience managing RV parks, property management, maintenance, and customer service.
3. **References** – At least three references from previous clients/employers.
4. **Fee Proposal** – Proposed pricing structure, including any anticipated additional costs.
5. **Availability** – Proposed start date and any scheduling considerations.

**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: rfpresponse@karuk.us

**Price Page for 25-RFP-014:**

**Proposal Submitted by:**

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

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

**Total not to exceed amount:** \_\_\_\_\_

**Provide rate schedule:**

**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.**

**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).**