
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
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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**25-RFP-007**

For More Information: Isha Goodwin, Food Sovereignty Program Coordinator,
igoodwin@karuk.us, 707-458-5487

Recommended Site Visit: Contact Isha Goodwin to schedule a site visit

Proposal Deadline: December 31st, 2024 no later than 5:00 p.m. (Pacific Standard Time)

Project Description

The Tishániik Tribal Farm is owned and operated by the Karuk Tribe to support the communities of Orleans, Somes Bar and the surrounding areas with food security and access. Located in the town of Orleans, with very little to no access to fresh produce at reasonable prices, the Tishániik Tribal Farm provides locally and organically grown produce at a suggested donation price. The community is regularly invited to the Farm to volunteer, for U-Pick days, field trips for schools, and scheduled tours.

Scope of Work

The Karuk Tribe requests proposals for the following Scope of Work for a Farm Manager required for the entire growing season at the Tishániik Tribal Farm in Orleans, CA. The Farm Manager is responsible for the clearing/brushing, planting, and cleaning, purchasing expendable farm supplies, providing lists to Karuk DNR Food Sovereignty staff for ordering of non-expendable supplies and equipment. The responsibilities include farm expansion (as necessary and agreed upon), installation of plants/fruit trees, installation and maintenance of irrigation equipment and maintenance of the farm. Farm Manager will be responsible for hiring farm assistants as needed to complete these tasks and will account for those labor expenses in their proposal. The Farm Manager will have a minimum 3 years' experience in farm management, composting practices, have a food handler certification and demonstrate passion for horticultural education.

Farm Manager will provide and maintain their own truck for use on the Farm. They will have experience with operating equipment in order to have access to the tractor and other Tribal equipment along with signing the Pikyav Community Lending Program agreement. The Farm Manager will attend meetings as needed with Food Sovereignty Program staff. Farm Manager and their assistants will demonstrate an ability to work harmoniously with Tribal communities and staff. They will attend community and school events as requested. Any questions, concerns, needs or purchasing will be communicated with Tribal staff efficiently and in a timely manner.

Farm manager will maintain storage facilities, irrigation systems and any other Tribal equipment and supplies utilized. They will create and utilize an inventory tracking system for farm supplies, equipment and materials. Farm Manager will follow the Karuk Tishániik Farm Standard Operating Procedures (attached). Invoicing will be required on a monthly basis no later than the 15th of each month and will include tracking of production and composting. This contract will be

a one-year commitment from February 5th, 2025 through January 31st, 2026 at which time it will be reassessed.

Task One

Complete water line burial on Tishániik Tribal Farm property. Install fencing in identified locations. Prepare, order, and install items for the spring/summer of 2025, including but not limited to the water station, shelving in storage containers, and water line burial supplies.

Task Two

Secure Farm Assistants as needed. Begin planting for the season based off of the following list and seasonality while also labelling rows once planted. Coordinate with Tribal staff around planting and harvesting for distribution planning. Suggested produce below:

Strawberries	Raspberries	Blueberries	Pears	Peaches
Figs	Squash (variety)	Pumpkins	Melons (variety)	Beets
Corn	Green Beans	Cherry Tomatoes	Roma Tomatoes	Slicer Tomatoes
Carrots	Potatoes	Basil	Cilantro	Tomatillos
Snap Peas	Garlic	Onions	Brassicas	Spring Mix
Leeks	Radishes	Zucchini	Basil	Parsley
Cucumbers (variety)	Peppers (variety)	Spinach	Brussel Sprouts	Olives
Cabbage				Pollinator Flowers

Task Three

Farm Manager will maintain the Tishániik Farm throughout the growing season and continue planting based on seasonality and the growing list provided. Secure Farm Assistants as needed.

Task Four

Winterization of the Farm and cool weather planting. Secure the water system for the winter months. Planting cover crops, till, mulch as needed. Prepare, order, and install items for the 2026 growing season. Farm Manager will also need to track water meters monthly throughout the growing season or as directed by contract manager. Note: Contract manager will provide proper tracking sheets.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
- 2) A proposed approach and rational 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.
 - a. Include farm manager annual sum,
 - b. Farm worker(s) annual sum and
 - c. Expendable supply annual sum

4) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by December 31st, 2024 no later than 5:00 p.m. (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: rfpresponse@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).

Price Page for 25-RFP-007 :

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Lump sum amount requested to be compensated for: _____

Provide hourly rate:

Expendable supply rates:

List previous experience as a farm manager below:

List up to three references with phone numbers below:

1) _____

2) _____

3) _____

Other Comments:

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