

Department of Natural Resources
39051 Highway 96
Post Office Box 282
Orleans, CA 95556
Phone: (530) 627-3446
Fax: (530) 627-3448

Karuk Tribe



Orleans Medical Clinic
39051 Highway 96
Post Office Box 249
Orleans, CA 95556
Phone: (530) 627-3452
Fax: (530) 627-3445

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Request for Proposals

15-RFP-042

**For More Information: Marsha Jackson (530) 493-1600 ext. 2039 mjackson@karuk.us
Proposal Deadline: September 18th, 2015 no later than 5:00 (Pacific Standard Time)**

The Karuk Tribe requests proposals for the following Scope of Work for the design, layout, file transfer and setup of birthday postcards for the Karuk Tribe's Enrollment Department.

As part of the submittal, the proposal should include the printing of six-thousand (6,000) two-sided, full color birthday cards with selected images and wording applied to each side of the cards that will include shipping costs.

I. Scope of Work

Task One

Prepare design, layout, file transfer and setup of birthday postcards for the Karuk Tribe's Enrollment Department.

Task Two

The printing of six-thousand (6,000) two sided, full color birthday postcards with selected images and wording applied to each side of the cards, plus shipping costs.

Vendor shall provide to the Karuk Tribe, P.O. Box 1016, Happy Camp, CA 96039, an invoice for their services no later than ten (10) calendar days from completion.

Responses must be hand, mail, or emailed by September 18th, 2015 no later than 5:00 (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
Email: 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.

Price Page for 15-RFP-042:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each task:

- Task #1: _____
- Task #2: _____

List previous experience providing similar services:

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).