
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



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

23-RFP-014

For More Information: Scott Aseltine, Education Director, (530) 493-1600 ext. 2034, saseltine@kaurk.us
Proposal Deadline: May 19, 2023 no later than 5:00 PM (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for **Preparation of 4 Dinners, 3 lunches, 4 Breakfasts and Various Snacks and Beverages** for the **UUM YAV KUNKUPÍTIH PAYAANÍFTIHANICHAS Youth Gathering** from June 21, 2023 through June 25, 2023 at the Karuk Tribal Ranch in Happy Camp.

The selected individual will be responsible for:

1. The preparation of **breakfast** (June 22, June 23, June 24, June 25 2023), **lunch** (June 22, June 23, June 24, 2023), **dinner** (June 21, June 22, June 23, June 24 2023) and **supplemental snacks** (June 21 through June 25, 2023) for the youth and staff attending the **UUM YAV KUNKUPÍTIH PAYAANÍFTIHANICHAS Youth Gathering** which will take place at the Klamath River Resort Inn in Happy Camp, California. Breakfast will be prepared and ready to serve at 7:30 a.m., sack lunches at 9:00 a.m., on site lunches at 12 p.m. and dinner at 5:30 p.m.
2. The purveying of all food to be utilized for meals and either the transportation of meals to the Klamath River Resort Inn or the ability to prepare and execute meals on site while maintaining California Food Handling Regulations of proper sanitation and food temperatures.
3. A kitchen in which to prepare meals and store food or the proper equipment to prepare, store and serve meals on site at the Klamath River Resort Inn (food truck, barbeque pit, propane stove, etc.).
4. The ability to create balanced meals with ingredients of the highest quality that are preferably locally sourced and will accommodate specific dietary restrictions and preferences for up to 200 people for each meal period.
5. Adhere to the Karuk Tribe Food Policy
6. Prepare meals within the budget of \$5 per person for breakfast, \$8 per person for lunch and \$12 per person for dinner. There will be \$5 per person per day allocated for snacks that will be available throughout the day. The cost per meal is inclusive of service wear and or any other packaging.
7. Devise meals that are easy to distribute using a minimum of environmentally friendly containers and service wear.
8. Possess a valid California Food Handlers Card.
9. Submit to a Tuberculosis test to be administered at a Karuk Tribal Clinic at no charge. Any individuals that will help with food preparation must also have a Tuberculosis test completed with results submitted to the Human Resources Manager.

Responses to this Request for Proposals MUST include the following:

1. A statement of qualifications, including relevant experience in meal preparation and similar work completed.
2. A proposed menu for each of the 4 breakfasts, 3 lunches, 4 dinners and snacks with specific names of vendors. The menu should be as detailed as possible with a proposed budget and food cost per meal.
3. A plan of execution for preparing, transporting and serving meals with kitchen location or on site (Klamath River Resort Inn) specified.
4. Copy of a valid California Food Handlers Card.
5. A rate of compensation that is proposed either through a flat rate per specific meal period or based on an hourly rate with forecasted hours for the completion of the job in its entirety for the following range of meals:
 - 1) up to 50 meals
 - 2) 51 to 100 meals
 - 3) 101 to 150 meals
 - 4) 151 to 200 meals

Responses must be hand, mail, or email delivered by May 19, 2023 no later than 5:00 pm (Pacific Standard Time) to:

Emma Perez
Contract Compliance
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 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).

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.

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Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Flat Rate requested to be compensated for each meal.

- Breakfast (4 days- June 22, June 23, June 24, June 25):
 - 1) up to 50 meals _____
 - 2) 51 to 100 meals _____
 - 3) 101 to 150 meals _____
 - 4) 151 to 200 meals _____

- Lunch (3 days- June 22, June 23, June 24):
 - 1) up to 50 meals _____
 - 2) 51 to 100 meals _____
 - 3) 101 to 150 meals _____
 - 4) 150 to 200 meals _____

- Dinner (4 days- June 21, June 22, June 23, June 24):
 - 1) up to 50 meals _____
 - 2) 51 to 100 meals _____
 - 3) 101 to 150 meals _____
 - 4) 151 to 200 meals _____

- Daily Snacks (5 days- June 21, June 22, June 23, June 24, June 25):
 - 1) up to 50 meals _____
 - 2) 51 to 100 meals _____
 - 3) 101 to 150 meals _____
 - 4) 151 to 200 meals _____

Proposed Detailed Menu: _____

Plan of Execution: _____

List previous catering services for events/functions: _____

List up to three references with phone numbers below:

1) _____

2) _____

3) _____

Other Comments: