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**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

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**Request for Proposals****19-RFP-021**

**For More Information:** Vickie Simmons, 530-493-1600 ext. 2041, vsimmons@karuk.us  
**Proposal Deadline:** Thursday, October 17<sup>th</sup>, 2019 no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for the planning, set-up and hosting of the Karuk Tribe's 2019 Holiday Party which is scheduled for December 13<sup>th</sup>, 2019 and will be located in Happy Camp, CA at the Karuk Tribe Housing Authority gymnasium. The successful firm or individual(s) should plan for approximately 200 people to attend; and will be responsible for decorating, set-up and clean-up, securing a caterer, developing a menu, shopping for prizes and getting donations, entertainment, drafting and sending out invitations, agendas and flyers.

**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.
- 4) Names and telephone numbers of three client references.

**Responses must be hand, mail, or email delivered by Thursday, October 17<sup>th</sup>, 2019 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  
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.**

**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 19-RFP-021:**

**Proposal Submitted by:**

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

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

**Amount requested to be compensated for each task:**

- Catering/Menu: \_\_\_\_\_
- Invitations/Flyers/Agenda: \_\_\_\_\_
- Facility Use Costs (if applicable): \_\_\_\_\_
- Shopping/Prizes/Storage: \_\_\_\_\_
- Decorations: \_\_\_\_\_

**Lump sum amount requested to be compensated for:** \_\_\_\_\_

**Provide travel expense rates:** \_\_\_\_\_

**List previous experience providing events/activities below:**

\_\_\_\_\_  
\_\_\_\_\_

**List up to three references with phone numbers below:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Other Comments:**

\_\_\_\_\_  
\_\_\_\_\_