

Karuk

Development

Community

Corporation

Request for Proposal

21-RFQ-006

For More Information Contact: Dorcas Harrison, (530) 493-1475 ext:5101,
dorchasharrison@karuk.us

Proposal Deadline: Wednesday, May 5th, 2021 no later than 5:00 pm (PST)

The Karuk Community Development Corporation requests proposals from qualified individuals for the following scope of work for building and yard maintenance for KCDC operated facilities in both Happy Camp, CA. and Yreka, CA.

Maintenance worker will be responsible for their own transportation, equipment, and any tools necessary to complete the duties listed. Facilities to be maintained include: Karuk Community Development Corporation Office, 529 Jacobs Way, Happy Camp; Happy Camp Head Start, 632 Jacobs Way, Happy Camp; Amkuuf Smoke Shop 777 Casino Way Yreka, CA.; Yreka Head Start 1320 Yellowhammer, Yreka, CA.

In order to establish an accurate cost estimate please be sure to provide an hourly rate, that will include mileage and travel expenses between sites. This rate will be exclusive of any parts necessary for repairs. This agreement will be in place for a one-year period.

Maintenance worker will be dispatched through scheduled work for maintenance items and via approved work orders for all other repairs and maintenance. Individuals must include a statement of qualifications or resume with their submission, and be willing to submit to a background check.

SCOPE OF WORK

1. Building Maintenance

Individuals submitting proposal must have experience for work to be done inside/outside of said buildings.

- Clean gutters
- and emergency repairs
- Painting
- Small Mechanical Repairs
- Plumbing work
- Flooring repair and upkeep
- Small Electrical repair

- Perform preventative maintenance
- Emergency repairs

2. Landscaping/Yard Maintenance;

- Mowing, Raking
- Weed eating
- Trimming
- Maintain trees, scrubs, plants.
- Debris removal

PRICE PAGE:

Proposal Submitted by:

Name: _____ Phone Number: _____

E-mail: _____ Fax Number: _____

Lump sum amount requested to be compensated for: _____

Provide hourly rates:

Provide travel expense rates:

List previous experience below:

List up to three references with phone numbers below:

1) _____

2) _____

3) _____

Other Comments:

Responses must be hand, mail, or email delivered by Wednesday May 5th, no later than 5:00 pm (PST) 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.