
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

Request for Proposals**16-RFP-018**

For More Information: Bari Talley, (530) 493-1600 Ext. 2202, btalley@karuk.us

Proposal Deadline: Friday, March 25, 2016 no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for food service in support of the Spring 2016 Karuk Basketweavers Gathering to be held April 22-24, 2016.

The Gathering will be held in Happy Camp, California, at the Karuk Administration Complex. The complex has a kitchen and gymnasium area that is used for dining. The Gymnasium will also be used for the Basketweavers Gathering activities. There are tables and chairs available. To ensure that guests are properly accommodated, and to assist with pre-project meal planning, participants will be required to pre-register, and will be given a name badge/meal ticket. Entry to meals will be strictly monitored by staff and volunteers.

To reduce trash and impact to our environment, please avoid Styrofoam containers, provide iced water in pitchers (to reduce use of plastic bottles), and be mindful of recycling when possible

The People's Center seeks food preparation and related services for the meals and suggested menus listed below. In addition to food preparation, service should include all paper goods, utensils, condiments, trash bags, removal of trash and spill clean-up in the eating area, set-up of tables/chairs, and overall clean-up of the dining area after each meal. List pricing according to the menus prescribed.

Service should be planned for 80 diners for lunch and dinner, 70 diners for breakfast. Respondents must possess current Food Handler's Certificate.

Schedule/Menu**Saturday Breakfast, April 23th, 2016, 8:30 a.m.-9:30 a.m.**

(Menu suggestion)

- Hot breakfast—scrambled eggs, bacon, hash browns
- Cold cereal
- Yogurt
- Bagels/toast—butter, cream cheese, jam
- Fresh fruit
- Coffee, teas, orange juice, milk, bottled water

Saturday Lunch, April 24th, 2016, 12:00 p.m.-1:00 p.m

(Menu suggestion) Build your own sandwiches—lunchmeats, cheeses, breads, condiments
Homemade soup (like Clam Chowder)
Chips and potato salads
Fresh fruit
Coffee, teas, lemonade, iced tea, bottled water

Saturday Dinner, April 24^h, 2016, 5:00 p.m.-6:00 p.m.

(Menu suggestion) Lasagna
Salad Bar—variety of lettuce, assorted vegetables and toppings, assorted salad dressings
Garlic French bread
Dessert—carrot cake & ice cream
Coffee, teas, iced tea, lemonade, bottled water

Sunday Breakfast, April 19th, 2015, 8:30 a.m.-9:30 a.m.

(Menu suggestion) Hot breakfast—scrambled eggs, French toast, little smokey sausage
Cold cereal
Yogurt
Bagels/toast—butter, cream cheese, jam
Fresh fruit
Coffee, teas, orange juice, milk, bottled water

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant food service history and Food Handler's Certificate.
- 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. Names and telephone numbers of three client references.

**Responses must be hand, mail, or email delivered by Friday, March 25, 2016, no later than 5:00 p.m.
(Pacific Standard Time)**

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).

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.

Price Page for 16-RFP-018

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each meal:

- Saturday, April 23rd—Breakfast: _____
- Saturday, April 23rd —Lunch: _____
- Saturday, April 23rd —Dinner: _____
- Sunday, April 24th—Breakfast: _____

List previous experience providing food services for events/activities below:

List up to three references with phone numbers below:

- 1) _____
- 2) _____
- 3) _____

Other Comments, including Food Handler’s Certificate Number:
