
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

**Administrative Office**

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

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Request for Proposal

22-RFP-007

For More Information: Scott Quinn, Director of Tribal Lands Management,
(530) 493-1600, Ext. 2433, squinn@karuk.us

Deadline: Friday March 4th, 2022 no later than 5:00 PM (Pacific Standard Time)

The Karuk Tribe (“Tribe”) requests proposals from real estate agents or brokers for the following Scope of Work to **sell real property owned by the Tribe**. It is the intent of this Request for Proposal (RFP) to have the successful Realtor, enter into an Agreement for Consultant services with the Tribe to supply real estate services to list the following Properties for sale:

1. Log Cabin Club Property in Yreka, CA. This property is also known as Siskiyou County Assessor’s Parcel 054-042-040 consisting of 0.04 acres. This property is owned by Tribe and held in fee status. The property is zoned C-2 (Commercial Downtown) and the structure is approximately 1,440 square feet.
2. Kenney Cabin Property in Castella, CA. This property is also known as Siskiyou County Assessor’s Parcel 014-530-025 consisting of 0.25 acres. This property is owned by Tribe and held in fee status. The property is zoned RA (Rural Residential) and the structure is approximately 800 square feet

SCOPE OF SERVICES

The successful firm shall agree to a contract with the for the following tasks:

- Task 1. Develop strategies for sale of designated Properties (such as conducting a study of comparable properties to develop a pricing strategy).
- Task 2. Develop marketing materials to advertise Properties for sale (including listing the property on the MLS), distribute the materials to potential buyers, and report the results to the Tribe on an agreed upon frequency.
- Task 3. Lead site tours of the Property with potential buyers.
- Task 4. Analyze offers from potential buyers and advise the Tribe with respect to negotiations.

Task 5. Represent the Tribe in negotiations with a prospective buyer from the time of offer until closing.

Task 6. Coordinate real estate transaction closings including title and escrow.

EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the Tribe to award a contract. The Tribe reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the Realtors submitting an RFP, or to cancel all or part of this RFP.

RESPONSES

Responses shall include the following:

- 1) Proof of current California realty license.
- 2) Rationale to complete the required RFP tasks.
- 3) A lump sum price (or percent of sales price).
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by Friday, March 4th, 2022 no later than 5:00 p.m. (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 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