

**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-022**

**For More Information:** Dion Wood, (530) 493-1600 x 2030 [dwood@karuk.us](mailto:dwood@karuk.us) or Michelle Spence  
(530) 493-1600 extension 2031 [mspence@karuk.us](mailto:mspence@karuk.us)

**Proposal Deadline:** Friday, June 9<sup>th</sup>, 2023 no later than 5:00 pm (PST)

The Karuk Tribe requests proposals for the following Scope of Work for qualified vendors to provide food preparation and service for the Karuk Tribe Summer Food Program in the community of Orleans from June 19<sup>th</sup>-August 18<sup>th</sup>, 2023 (subject to change based upon school start dates), with the flexibility to provide additional meal services for other Tribal departments as needed. Daily meal service is estimated for a minimum of 75 children. All meals will be prepared “to-go”. Vendor shall strive to meet the guidelines of the Council approved Karuk Tribe Food Policy which will be provided upon contract award.

Food must be prepared by the vendor (no canned, packaged or pre-made products, with some exceptions, e.g. yogurt). In addition to food preparation, service should include all paper goods, carry-out packaging, utensils, condiments, trash bags, removal of trash and spill clean-up in the kitchen, and overall clean-up of the kitchen, and dining area (if used) as a part of this service, after each meal.

When feasible, it is the Tribe’s preference to provide support for locally grown foods that are pesticide and hormone free. Wild or cage-free proteins, culturally and seasonally appropriate are preferred. Please refer to the Tribal Council approved Karuk Tribe Food Policy.

Vendor shall be compensated at the rate of \$25.00 per hour based upon a six (6) hour workday and occasional shopping days. Vendor shall conduct all food purchases, food preparation, kitchen facility clean-up and shall notify us if an assistant worker is needed. All leftover food and beverages for which the vendor has been contracted shall be packaged and left with a representative of the Tribe. Proposal responses should include minor incidentals, such as mileage. As part of the submittal all persons assisting with meal preparation agree to Tuberculosis test to be administered at a Tribal Clinic at no charge. The results of the test must be submitted to the TERO/Child Care Director for the contract to be remain valid and starting a task. At least one person present at all times must have a valid Food Handler’s certificate All persons who assist in food preparation and serving must wear hairnets and gloves, in addition to adhering to current health and safety practices as defined in Food Handler’s trainings. All persons who assist in food preparation and delivery shall follow all tribal, public health and covid-19 safety guidelines and recommendations. All persons who assist in food preparation and serving must exhibit professionalism, general courtesy and respect to all people, including tribal staff.

## **I. Scope of Work**

### **Task One – Daily Meals**

Prepare meals for all school-age children from Monday through Friday, 12 noon to 1 pm from June 19<sup>th</sup> - August 18<sup>th</sup>, 2023. (Except for the Juneteenth and July 4<sup>th</sup> Holidays). These will be all “to-go” meals either sack lunches or warm meals depending on the needs of the community and availability of products. While we anticipate at least 75 meals per day, we expect vendor to accommodate for greater numbers if needed. Please list a rate per meal for a minimum of 75 children.

### **Task Two – Extension of Services**

Vendor may accept requests to provide additional meals for Tribal Department projects. In this case and upon acceptance of extended service, vendor will allow for larger portions to accommodate the nutritional needs of adults, and may be required to have meals ready at times other than listed in this contract. Please note your willingness to provide services and list a rate per meal for adults

### **Task Three – Meal Preparation/Clean-up**

Conduct all shopping, food preparation, facility preparation, and clean-up necessary for completion of each meal. The Karuk Tribe will supply all materials necessary to complete these services, including but not limited to: cooking facilities and some equipment, cleaning supplies, etc. Vendor will receive cash for shopping and will be required to turn in receipts for food purchased or return unspent funds.

### **Task Four – Documentation**

Contractor shall provide to the Karuk Tribe, Daily Meal Count forms and Sign-in Sheets (CACFP forms) for all lunches served daily. Sign in sheets will be properly filled out and reviewed by the contractor for completeness. The forms must be submitted to the Happy Camp tribal offices daily/weekly according to instruction given upon contract award.

### **Responses to this Request for Proposals should include the following:**

- 1) A statement of qualifications, including relevant project history. Please include your current Food Handler’s certification.
- 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 price per meal, allowing for a minimum of 75 children’s meals including beverages and packaging, with attached price page, if submitted with the food cost as part of the proposal.
- 4) Names and telephone numbers of three client references.

**Responses must be hand, mail, or email delivered by June 9, 2023 no later than 5:00 pm (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](mailto: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 17-RFP-023:**

**Proposal Submitted by:**

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

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

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

- Task One: \_\_\_\_\_
- Task Two: \_\_\_\_\_
- Task Three: \_\_\_\_\_
- Task Four: \_\_\_\_\_

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

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

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Other Comments:**

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