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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

**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

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**Request for Proposals****16-RFP-025**

**For More Information:** Lisa Hillman, (530) 627-3446 x 3016, [lisahillman@karuk.us](mailto:lisahillman@karuk.us) or  
Janet Burcell, (530) 493-1440 x 6007, [jburcell2@karuk.us](mailto:jburcell2@karuk.us)

**Proposal Deadline:** May 20<sup>th</sup>, 2016 no later than 5:00 pm (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work for qualified vendors to provide food preparation and service for the Orleans Summer Food Program from June 6<sup>th</sup>-August 19<sup>th</sup>, 2016, with the flexibility to provide additional meal services for other Tribal departments as needed. Meal service is estimated for a minimum of 35 children. Vendor shall strive to meet the guidelines of the Council approved Karuk Tribe Food Policy, attached to this request for proposals.

In collaboration with the Karuk Temporary Assistance to Needy Families Department, the Food Security Project seeks food preparation and related services for the Summer Food Program held in Orleans, California, at the site of the TANF and/or Department of Natural Resources. The complex has a prep kitchen and a Community Room that is used for dining; however experience has shown that families may prefer to pick up lunches for children. If needed, tables and chairs available for sit-down meals. The Community Room may not be available on some set days, due to its multi-purpose use for meetings, conferences, trainings, and community festivities. On days when the room is unavailable, sack lunches will be distributed through the kitchen window.

Food must be prepared by the vendor (no 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 eating area and kitchen, set-up of tables/chairs (if needed), 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 (see attached).

Vendor shall conduct all shopping and the total bid shall be all-inclusive: food purchases, food preparation, kitchen facility clean-up. All leftover food and beverages for which the vendor has been contracted shall be packaged and left with a representative of the Department of Natural Resources. Proposal responses include labor costs and 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 Human Resources Manager 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 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 Orleans and Somes Bar school children from Monday through Friday, 12 noon to 1 pm from June 6<sup>th</sup> - August 19<sup>th</sup>, 2016. These will be sack lunches or warm meals depending on the needs of the community and availability of the Community Room to provide space for meal consumption. While we anticipate at least 35 meals per day, we expect vendor to accommodate for greater numbers if needed. Please list a rate per meal for a minimum of 35 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 services, 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.

### **Task Four – Documentation**

Vendor shall provide to the Karuk Tribe's Department of Natural Resources, P.O. Box 282, Orleans, CA 95556, (Attention: Lisa Hillman) Daily Count Sign in Sheets for all lunches served daily. Sign in sheets will be properly filled out and reviewed by the contractor for completeness. The original daily count sheets will be given to a designated person at the Department of Natural Resource to be scanned to the Happy Camp Administration TANF office ATTN: Janet Burcell, TANF Administrative Assistant.

### **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 35 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 May 20<sup>th</sup>, 2016 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 16-RFP-025:**

**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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