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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**

20-RFP-017

**For More Information:** Rondi L. Johnson; [rjohnson@karuk.us](mailto:rjohnson@karuk.us), or  
Lulu Alexander [lalexander@karuk.us](mailto:lalexander@karuk.us) (530) 842-9200,

**Proposal Deadline:** February 29, 2020, no later than 5:00 PM (PST)

The Karuk Tribe requests proposals for the following Scope of Work required for provision of janitorial services for the Karuk Health & Human Services Department located at 1519 S. Oregon Street in Yreka, California.

**Task One – Daily Cleaning**

Reception area: Vacuum, sweep and/or mop floors, empty waste baskets and replace liners, wipe down all furniture and tables, wipe down door knobs, clean reception windows, dusting/cobwebs.

Patient Rooms: Sweep and mop floors, empty waste baskets and replace liners, wipe down and disinfect sink, door handles, furniture, counters, replace paper products, fill soap dispensers.

Bathrooms: Sweep and mop floors, empty waste baskets and replace liners, wipe down and disinfect toilet, sink, door handles, replace paper products, fill soap dispensers.

Common areas: Vacuum, sweep and mop floors.

Individual Office areas: Vacuum floors as requested by staff, empty waste baskets and replace liners, wipe down door knobs.

Kitchen: wipe down counters/table, sweep & mop floors

Conference Room: Vacuum, sweep and mop floors, table wiped down

Sweep and remove cobwebs, leaves, etc. from main entry.

**Task Two - Weekly Cleaning**

Vacuum individual staff offices as indicated by staff (they will leave the door open when cleaning is needed).

Dust windows and surface areas of furniture and computers in individual offices.

Wash windows as needed.

Remove cobwebs, leaves, etc from side entry ways and window areas.

### **Task Three – Monthly Cleaning**

Wash all common area windows – interior and exterior.

Dust blinds.

Clean overhead lights of insects/stains.

### **Task Four – Annual Cleaning**

Shampoo carpets if applicable.

Strip and wax bathroom floors.

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

- 1) A statement of qualifications, including relevant work/project history.
- 2) A lump sum price, with attached detailed price page per task.
- 3) Names and telephone numbers of three client references.
- 4) Documentation of current insurance.

**Responses must be hand, mail, or email delivered by February 29, 2020 no later than 5:00 pm (Pacific Standard Time) to:**

Emma 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)

**Price Page for 20-RFP-017**

**Proposal Submitted by:**

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

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

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

- Task #1: \_\_\_\_\_
- Task #2: \_\_\_\_\_
- Task #3: \_\_\_\_\_
- Task #4: \_\_\_\_\_

**List previous experience providing services below:**

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

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

**Other Comments:**

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**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 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.**