
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**15-RFP-043**

For More Information: Lisa Hillman, (530) 627-3446 x 3016, lisahillman@karuk.us

Proposal Deadline: October 2nd, 2015 no later than 5:00 (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work for qualified vendors to provide Native and non-Native food harvest and preparation as an on-call contractual service for the Food Security Project during the fall, winter and spring seasons. Food harvest service will be needed mainly from the service areas from Happy Camp to Orleans, whereby food processing service – especially using water-bath and pressure canning methods – will be needed in all three service areas: Happy Camp, Orleans, and Yreka.

The Tribe will cover the expenses and supply all materials necessary to complete the services including but not limited to: cooking facilities, equipment, food preservation supplies and materials, and cleaning supplies.

It is the vendor's responsibility to remove trash and spill clean-up in the prep-kitchens; an overall clean-up of the kitchen will be required after each food preparation and preservation activity. Proposal responses must include labor costs and minor incidentals, such as mileage.

Those vendors with a valid Food Handler's certificate will receive preference, as it is our policy to have at least one certified Food Handler present at all times during food preparation and processing activities. All persons must exhibit professionalism, general courtesy and respect to all people, including Tribal staff.

Vendor shall respond to each communication regarding dates and locations for activities with their availability for service within one calendar week of notification. Vendor will be properly attired for activity, and work with other vendors for the time committed to service to achieve goals of each activity, be it harvesting or processing food. Each vendor will be equally responsible for removing trash and cleaning-up in the prep-kitchens after each food preparation and preservation activity.

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 documentation.
- 2) A proposed approach and rationale for completion of the Scope of Work described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) An hourly rate for requested services.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by Friday, October 2nd, 2015 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

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 15-RFP-043:

Proposal Submitted by:

Name: _____ Phone Number: _____

E-mail: _____ Fax Number: _____

Amount requested to be compensated for each task:

- Hourly rate: _____

List previous experience gathering Native and non-Native foods, as well as in all forms of food preparation and preservation below:

List up to three references with phone numbers below:

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

Other Comments:

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.

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