
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**23-RFP-015****For More Information: Emma Lee Perez (530) 493-1600 ex 2017, emmaleeperez@karuk.us****Proposal Deadline: Friday, May 12th, 2023 by 5:00 p.m. (PST)**

The Karuk Tribe seeks food service proposals for the 27th Annual Karuk Tribal Reunion to be held Saturday, July 15th, 2023 in Happy Camp, CA. at the Karuk Admin Complex.

The Tribe's kitchen will be available to bidders for food preparation and cooking. The complex and multipurpose room will be available for food service and dining.

Food will need to be prepared at the Admin Complex. Respondents will be responsible for recruiting helpers to help with preparation, serving, and cleaning. Access to the gymnasium and kitchen is available for the entire weekend of the event including Friday.

Proposals shall include all time and tasks necessary for shopping, food preparation, service, and related services for the meals and menus listed below (menu items are subject to be modified). Snack items are to be provided as a courtesy during the day; there will also be food vendors selling items.

Service also includes providing all paper goods, utensils, condiments, and trash bags, removal of trash and spill clean-up in the serving and eating areas, assistance with setting-up of tables/chairs for serving (tables and chairs will be available on the complex and the multipurpose room will be available), and overall clean-up of the facilities.

To reduce trash and impact to our environment, please avoid Styrofoam containers, provide iced water in pitchers (to reduce use of plastic bottles), and be mindful of recycling when possible

Service should be planned for 600 guests at Dinner.
Respondents must possess current Food Handler's Certificate.

Saturday, Snacks 11:00 a.m. to 1:00 p.m.

Fresh fruit trays.

Vegetable trays w/dip(s).

Cheese and Cracker Trays

Water, unsweetened iced tea, and coffee.

Saturday, Dinner 3:30 p.m.

BBQ Chicken and BBQ Tri Tip

Baked Beans

Assortment of Salads

(Fruit, Vegetable and Pasta Options)

Assorted fruit

Sheet Cakes

Water, unsweetened iced tea, and coffee (no sugar drinks).

DO NOT INCLUDE FOOD COSTS IN YOUR BID, FUNDING WILL BE PROVIDED SEPARATELY.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
- 2) A lump sum price, with attached price page.
- 3) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by: Friday, May 12th, 2023 by 5:00 p.m.(PST)

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.

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 23-RFP-015:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

E-mail: _____ **Fax Number:** _____

Amount requested to be compensated for each task:

- Task 1- Shopping: _____
- Task 2- Preparation and Cooking: _____
- Task 3- Clean up: _____
- Task 4- Misc. Items (Mileage, Lodging): _____
- TERO Fee (If Applicable): _____
- Total: _____

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

List up to three references with phone numbers below:

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

Other Comments:

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