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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

**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

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**Request for Proposals****25-RFP-010**

**For More Information:** Scott Aseltine, Education Director, (530) 493-1600 ext. 2034,  
[saseltine@kaurk.us](mailto:saseltine@kaurk.us)

**Proposal Deadline:** January 24, 2025, no later than 5:00 PM (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for **Graduation Stoles with Karuk Basket Designs** for graduating high school students and college graduates (2025). Interested individuals who have an expertise in creating & making stoles must have them **completed and delivered to the Karuk Education Office in Happy Camp by April 18, 2025.**

**Task One - Design and Create**

Contractor will coordinate with the Education Department Director regarding selection of designs and approval of final product. One hundred (100) stoles are to be created for graduating high school students and college graduates.

**Task Two – Fabricate Stoles**

Contractor is responsible for producing and making stoles for Karuk Graduates by April 18, 2025.

The Karuk Tribe Education Department is requesting 100 stoles to be made. Stoles must be **60 total inches** in length (30 inches per side, including neck rest area), with a **4-inch minimum in width** not to exceed **5-inches in width**.

**OPTIONAL: additional opportunity to provide beaded fringe at the ends of each stole. We request a minimum of four strands per side. In the proposal include the total cost of the finished stole with bead work.**

### **Task Three – Complete and Deliver**

All 100 stoles must be completed and delivered to the Education Office in Happy Camp by **April 18, 2025**.

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

- 1) Contractor will provide documentation of demonstrated experience in creating and fabricating stoles, including relevant project history, pictures of created stoles OR relevant projects.
- 2) A lump sum price, with attached price page.
- 3) Names and telephone numbers of three references.

#### **Responses must be hand, mail, or email delivered by January 24, 2024 no later than 5:00 pm (PST) to:**

Emma Lee Perez 64236 Second Avenue

P.O. Box 1016

Happy Camp, CA 96039

Emails will be accepted at: [rfpresponse@karuk.us](mailto:rfpresponse@karuk.us)

**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.**

**Price Page for 25-RFP-010**

**Proposal Submitted by:**

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

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

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

- Task 1: \_
- Task 2: \_
- Optional: \_
- Task 3: \_

**Lump sum amount requested to be compensated for:** \_\_\_\_\_

**List previous experience below:**

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

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Other Comments:**

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