



**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Request for Proposals**

**19-RFP-011**

**For More Information:** Brittany Souza, (530) 493-1600 Ext. 2043, bsouza@karuk.us

**Proposal Deadline:** Thursday, April 4<sup>th</sup>, 2019 no later than 5:00 p.m. (PST)

The Karuk Tribe seeks food preparation and related services for the meal and menu listed below for the 2019 Karuk Tribe Staff Day to be held Saturday, May 4<sup>th</sup>, 2019 at the Happy Camp River Park.

The Staff Day event and activities will be held in Happy Camp, California at the Happy Camp River Park. The food will be prepared and cooked at the Karuk Tribe Administration Complex/Gym in the kitchen and transported to the River Park for serving.

*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.*

**The selected individual will be responsible for:**

1. Preparing the meal for the 2019 Karuk Tribe Staff Day. The event will be held on Saturday, May 4<sup>th</sup>, 2019 at the Happy Camp River Park. The meal should be prepared and ready to serve by 12:30 pm.
2. Do all shopping, food preparation, facility preparation, and clean up as necessary for the completion of the meal.
3. Submit to a Tuberculosis test to be administered at a Karuk Tribal Clinic at no charge. Any individuals that will help with meal preparation must also have a Tuberculosis test completed and results submitted to the Human Resources Director.
4. Wear hairnets and gloves during food preparation and servicing. Any individuals that will help with meal preparation must also wear hairnets and gloves.

Food will be prepared at the Karuk Tribal Gym Kitchen. Respondents will need to provide their own Barbeque and transportation for food to the River Park. Tables and chairs will be provided and preparation areas will be set up at the Happy Camp River Park for serving food.

Service should be planned for about 300 people. Food should be served by 12:30 pm at the Happy Camp River Park. Bids should include costs for the purchase and preparation of food. In addition to food preparation, service should include all paper goods, cups, utensils, condiments, trash bags, etc. Respondents must possess a current Food Handler's Certificate.

## **Staff Day 2019 Menu**

***Saturday, May 4<sup>th</sup>, 2019, 12:30 pm – 3:00 pm***

*(Menu items)*

Tri – tip  
Chicken  
Hot Dogs  
Macaroni Salad  
Baked Beans  
Garlic Bread  
Green Salad  
Fresh Fruit  
Sheet Cake  
Water, Lemonade, Unsweetened Iced Tea

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

- 1) A statement of qualifications, including relevant experience in meal preparation and similar work completed.
- 2) Flat Rate amount for compensation for meal preparation and service.
- 3) Names and Telephone numbers of three references.
- 4) Copy of Current Food Handler's Certificate.

**Responses must be hand, mail, or email delivered by Thursday, April 4<sup>th</sup>, 2019 no later than 5:00 p.m. (Pacific Standard Time)**

Emma Lee Perez, Contract Compliance Specialist  
Karuk Tribe – Administration Office  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039  
Faxes will be NOT be accepted  
Emails will be accepted at: [emmaleeperez@karuk.us](mailto:emmaleeperez@karuk.us)

**Price Page for 19-RFP-011:**

**Proposal Submitted by:**

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

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

**Amount requested to be compensated:**

- Saturday, May 4<sup>th</sup>, 2019 Staff Day Barbeque \_\_\_\_\_

**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, including Food Handler's Certificate Number: (Attach Certificate)**

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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.**