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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

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**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Request for Proposals****20-RFP-004**

**For More Information:** Lester Alford, (530)842-4775 ext. 7109, llalford@karuk.us  
**Proposal Deadline:** November 18, 2019 no later than 5:00 pm (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for provision of janitorial services for the Karuk Tribal TANF Program located at 1501 S. Main 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 window.

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.

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 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 all blinds.

**Task four-Biannual cleaning**

Shampoo carpets.

Strip and wax group rooms and bathroom floors.

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

- 1) A statement of qualifications, including relevant project history
- 2) A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) A lump sum price, with attached price page per task.
- 4) Names and telephone numbers of three client references.
- 5) Documentation of current insurance.

**Responses must be hand, mail, or email delivered by November 18, 2019 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](mailto:emmaleeperez@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).**

**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 20-RFP-004:**

**Proposal Submitted by:**

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

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

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

- Task: \_\_\_\_\_
- Task: \_\_\_\_\_
- Task: \_\_\_\_\_
- Task: \_\_\_\_\_

**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:**

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