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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

**Karuk Dental Clinic**

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

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**Request for Proposals****17-RFP-025**

**For More Information: Dora Bernal (530)493-1600 ex 2010, [dlbernal@karuk.us](mailto:dlbernal@karuk.us)**

**Proposal Deadline Extended: July 5<sup>th</sup>, 2017 no later than 5:00 pm (PST)**

The Karuk Tribe seeks food service proposals for the 21<sup>st</sup> Annual Karuk Tribal Reunion to be held July 22, 2017 at the Karuk Administrative Complex, 64236 Second Avenue, Happy Camp, CA.

Food will need to be served buffet style in two lines to aide in the fast flow of guests. Respondents will be responsible for recruiting volunteers to help with preparation, serving, and cleaning. The Tribes kitchen will be available to bidders for food preparation and cooking for dinner and breakfast which will be served at the Karuk Complex. There will be tables and chairs at the Park for dining.

Proposals shall include all time and materials necessary for shopping, food preparation, service, and related services for the meals and menus listed below (the menu items are specified and not to be modified). Snack items are to be provided as a courtesy during the day at the Administrative Complex; 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 (dinner will be served under the Health Fair tent, breakfast in the multi-purpose room), and overall clean-up of the facilities.

Service should be for 600 guests at dinner and about 75 for breakfast. Respondents must possess current Food Handler's Certificate.

**Saturday, Snacks 11am to 1pm:**

Fresh fruit trays  
Vegetable trays w/dip(s)  
Meat, Cheese and Cracker Trays  
Water, unsweetened iced tea, and coffee.

**Saturday, Dinner 3:30pm:**

Traditional Acorn Soup (will be prepared and delivered separately)

**Indian Tacos:**

Fried Bread  
Beans, lettuce, cheese, salsa, sour cream, onions, olives, etc.  
Sliced Watermelon  
Sheet Cakes  
Water, unsweetened iced tea, and coffee (no sugar drinks).

**Sunday, Breakfast 8:00 a.m. (Multi-Purpose Room):**

Biscuits and Gravy

Scrambled Eggs

Sausage and Bacon

Fresh Fruit

Juices, coffee, tea, and water.

**Responses must be hand, mail, or email delivered responses by July 5<sup>th</sup>, 2017, no later than 5:00 p.m. (PST) 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: [eperez@karuk.us](mailto:eperez@karuk.us)

**Price Page for 17-RFP-025:**

**Proposal Submitted by:**

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

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

**Amount requested to be compensated:**

**Labor:** Shopping, preparation, cooking, and serving, cleanup: \$ \_\_\_\_\_

**Additional Items:** Mileage, lodging, etc.: \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

*\*\*\*DO NOT INCLUDE FOOD COSTS IN YOUR BID, FUNDS WILL BE PROVIDED SEPARATELY\*\*\*.*

**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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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.