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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****18-RFP-020**

**For More Information: Brittany Souza (530)493-1600 ext. 2016, [bsouza@karuk.us](mailto:bsouza@karuk.us)**

**Proposal Deadline: June 1, 2018 no later than 5:00 p.m. (PST)**

The Karuk Tribe seeks food service proposals for the Reunion Cook for the 22<sup>nd</sup> Annual Karuk Tribal Reunion to be held July 7, 2018 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 Karuk Tribe's kitchen will be available to bidders for food preparation and cooking for snack, dinner and breakfast which will be served at the Karuk Tribal multi-purpose room. There will be tables and chairs both in the multi-purpose room and an outside tent area 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 as there will also be food vendors selling items on the premises.

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 (to be served in the multi-purpose room), and overall clean-up of the facilities. Respondents must wear hairnets during food preparation and servicing. Any individuals that will help with meal preparation must also wear hairnets and gloves.

There is a separate RFP flying for the Main Course (Barbeque). They Bidder for the Barbeque shall be responsible for cooking and cutting the meat and bringing to the Reunion Cook for serving.

Service should be for 600 guests at dinner and about 100 for breakfast. Respondents must possess current Food Handler's Certificate.

**Menu****Saturday, Snacks 11:00 a.m. to 1:00 p.m., (Multi-Purpose Room):**

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

**Saturday, Dinner 4:00p.m., (Multi-Purpose Room):**

Sides:  
Potato Salad  
Baked Beans  
Corn on the Cob

Dinner Rolls  
Watermelon  
Salad Bar-variety of lettuce, assorted vegetables & toppings, assorted salad dressings  
Sheet Cakes  
Water, unsweetened iced tea, and coffee (no sugar drinks).

**Sunday, Breakfast 9:00 a.m., (Multi-Purpose Room):**

Oatmeal with varied toppings  
Yogurt  
Granola  
Muffins  
Fresh Fruit  
Juices, coffee, tea, and water.

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

- 1) A statement of qualifications, including relevant food service history and Food Handler's Certificate.
- 2) A proposed approach and rational 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.
- 4) Names and telephone numbers of three (3) client references.

**Responses must be hand, mail, or email delivered responses by June 1, 2018, 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: [emmaleeperez@karuk.us](mailto:emmaleeperez@karuk.us)

**Price Page for 18-RFP-020:**

**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, 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.