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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  
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Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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**Request for Proposals****25-RFP-021**

**For More Information:** Aja Conrad - [aconrad@karuk.us](mailto:aconrad@karuk.us) 530-627-3446 ext. 3016

**Proposal Deadline:** May 16<sup>th</sup>, 2025 at 5:00 pm (Pacific Standard Time)

**Catering for 2025 Karuk Tribal Youth Forestry Camp (KTYFC)**

**Proposed Dates: June 15<sup>th</sup> – June 21<sup>st</sup>, 2025**

**Please note two of these dates fall on a holiday**

The Karuk Tribe requests proposals for catering up to 4 days and a total of 6 meals for Karuk Tribal Youth Forestry Camp participants and mentors in Orleans, Ca. Caterers can opt to provide all meals or a portion of the meals, with preference towards proposals which can cover the entire event duration. Responsibilities include purchasing food and packaging for meals, coordinating with KTYFC organizers for timely daily food distribution, and managing kitchen equipment and waste from food production. Activities include preparing daily meals for 30-40 participants, keeping clean and sanitary working space, and abiding by food safety and COVID safety policies. Catering activities under this task order need to follow kitchen clean-up, waste sorting, and waste disposal guidelines provided by KTYFC organizers.

**Task****Required:**

- Hold a current food handler certification
- Purchase food for meals
- Be able to package all meals for take out
- Responsible for clean up of kitchen, dishes, and equipment
- Coordinate all kitchen equipment
- Bag all catering garbage
- Work with KTYFC logistics to reduce waste, compost, and recycle. No styrofoam!
- Work with Department of Natural Resources staff regarding kitchen and facility details
- Comply with all DNR/event COVID and Sanitation Policies

KTYFC organizers will provide a rough number of participants two weeks before the event, and give a final count within the week before the event begins. KTYFC will give list of known food allergies and sensitivities at least two weeks before the event begins. Basic kitchen sanitation supplies will be provided.

Please see attached menu agenda for proposed dates and times for needed meals.

## **Location**

Orleans, California.

## **Facilities**

The Department of Natural Resources kitchen will be available for preparing and as a pick-up location, with dining occurring indoors and outdoors. Some equipment is available, including a three-compartment sink, a gas stove/oven, an ice maker, and an industrial-sized fridge. Freezer space is very limited.

NOTE: Due to the uncertainty of weather and burning conditions, any or all meals may need to be shifted in terms of timing and packaging for take-out into the field.

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

- 1) A statement of qualifications, including relevant catering or event-scale food preparation history.
- 2) A lump sum price, with attached pricing/budget page. Line item charges and receipts will be required.
- 3) Names and telephone numbers of three client references.

### **Responses must be hand, mail, or email delivered by (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: rfpresponse@karuk.us

**Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) and/or Indian Preference Act of 1934 (Title 25, USC, Section 47), 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).**

**Price Page for 25-RFP-021:**

**Proposal Submitted by:**

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

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

**Amount requested to be compensated for each task (price per person per meal):**

- Task (Breakfast): \_\_\_\_\_
- Task (Lunch): \_\_\_\_\_
- Task (Dinner): \_\_\_\_\_
- Task (Breakfast for Participants with Food Sensitivities): \_\_\_\_\_
- Task (Lunch for Participants with Food Sensitivities): \_\_\_\_\_
- Task (Dinner for Participants with Food Sensitivities): \_\_\_\_\_

**List previous experience in food preparation or catering for more than 20 people below:**

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**List three reasons that make you excited to help with KTYFC catering:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**How prepared do you feel to provide accessible options for participants with food sensitivities and allergies? (KTYFC Organizers will provide a detailed list of participant food allergies at least two (2) weeks before the start of the event.)**

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**Price Page for 25-RFP-021:**

**Proposal Submitted by:**

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

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

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

**Provide hourly rates:**

\_\_\_\_\_

**Provide travel expense rates:**

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

**Other Comments or Considerations:**

\_\_\_\_\_

\_\_\_\_\_

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## **Menu Agenda for 2025 Karuk Tribal Youth Forestry Camp**

**Please note meals may need to be packaged and made “to-go” with little to short notice depending on weather and activities.**

### **Day 1:**

Meals 1 & 2

6/15/2025 (Father’s Day)

**Meal 1: 12:00pm-1:00pm – BBQ Lunch**

**Meal 2: 6:00pm-7:00pm – Dinner**

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### **Day 4:**

Meal 3

6/18/25

**Meal 3: 6:00pm-7:00pm – Dinner**

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### **Day 5:**

Meals 4&5

6/19/25 (Juneteenth) “Fire & Fuels Day”

**Meal 4: 8:00am-9:00am – Breakfast**

**Meal 5: 6:00pm-7:00pm – Dinner at burn site**

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### **Day 7:**

Meal 6

6/21/25 (Last Day)

**Meal 6: 8:00am-9:00am – Grab & Go Breakfast**