
Karuk Community Health Clinic

64109 Hillside Road
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

Karuk Dental Clinic

64100 Hillside Road
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-1650
Fax: (530) 493-5364

64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Request for Proposal **25-RFP-020**

For More Information: Jack Lantz, Director of Public Works, 707-458-5814 jmlantz@karuk.us

Recommended Site Visit: To schedule a site visit please contact Jack Lantz

Proposal Deadline: April 25th, 2025 no later than 5:00 PM (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work for the Yreka Karuk Community Garden. The Karuk Tribe is seeking a private contractor garden groundskeeper for the 2025 growing season. The groundskeeper is responsible for the planting and watering of fruit trees and vegetables, weeding, harvesting, tracking production and waste, composting, farm expansion (as approved), cleaning, clearing brush, building planter boxes, installation of irrigation equipment and general maintenance of the garden. The groundskeeper shall also assist in the distribution of produce to Karuk Tribal members in the Yreka community.

The groundskeeper will maintain garden tools, storage facilities, farm stand, irrigation systems and any other Tribal equipment and supplies. Groundskeeper will follow the Yreka Karuk Community Garden Standard Operating Procedures. Invoicing will be required on a bi-weekly basis and will include tracking of production and composting.

The groundskeeper will provide and maintain their own vehicle for use. Any questions, concerns, needs or purchasing will be communicated with Public Works staff efficiently and in a timely manner. The groundskeeper shall provide lists to Public Works for ordering supplies and equipment as needed.

Applicant must:

- be at least 18 years of age
- capable of working in inclement weather
- able to lift over 50lbs
- work efficiently and independently

Contract Details:

- Contract is for 6 hours a day, \$25 per hour, 5 days a week.
- This is an at will contract that can be terminated at any time without cause.
- Contract includes a waiver of liability
- Contractor required to file a 1099c
- This is a private contract. Contractor is not employed by the Karuk Tribe.

Phase One

Prepare and install items for the 2025 growing season. This shall include but is not limited to, weeding, installing irrigation systems, planting seeds and starts, properly labeling the seeds and starts, general landscaping and grounds maintenance.

Phase Two

Groundskeeper will maintain the Yreka Karuk Community Garden throughout the growing season.

Phase Three

Winterization of the Garden and cool weather planting. Secure the water system for the winter months. Planting cover crops, till, mulch as needed.

Phase Four

Prepare, order, and install items for the 2026 growing season.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
- 2) A proposed approach and rational 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.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by April 25th, 2025 no later than 5:00 p.m. (Pacific Standard Time) to:

Emma Lee Perez, Director of Compliance
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-020:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

E-mail: _____ **Fax Number:** _____

Amount requested to be compensated for each task:

- Task 1: _____
- Task 2: _____
- Task 3: _____
- Task 4: _____

List up to three references with phone numbers below:

- 1) _____
- 2) _____
- 3) _____

Other Comments:

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.

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