
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

Requests for Proposals
18-RFP-001

For More Information: Brittany Souza (530) 493-1600 or bsouza@karuk.us

Proposal Deadline: October 27th, 2017 by 4:00 p.m. (PST)

The Karuk Tribe is seeking proposals from qualified vendors to provide printing and design services for the Karuk Tribe's Quarterly Newsletter.

Background Information

The Karuk Tribe publishes and mails a newsletter to all Tribal households on a quarterly basis. Printing and mailing usually occurs during the months of March, June, September, and December of each year. It varies in length from 20 up to 32 pages, is printed in 8-page signatures and folded to a finished trim size of 8.5 x 11. The document contains text, photos, and graphics. It is created in a PDF or InDesign format for a 4-color process, and provided to the printer in both digital file format and hard copy for reference. White paper stock may be 50lb or 60lb offset, or a coated stock in dull. The folded spine may be stitched. If the folded spine will not be stitched, the outer edge must be secured by a staple so that the inside sheets cannot slip out during mailing. The order quantity averages around 3,300 copies but will require verification each quarter as enrollment fluctuates.

Scope of Services**1. Services Needed**

Selected vendor will be required to provide the following services to the Tribe:

- a) All services required for full color printing and design of the newsletter.
- b) All finishing services required to meet Tribal and USPS bulk mailing specifications (size, paper, location of staples/stickers, etc.). Vendor will receive a mailing distribution list from the Karuk Tribe and will be responsible for mailing newsletters to the distribution list.
- c) Delivery of 50 finished newsletters to Karuk Tribal Offices at 64236 Second Avenue, Happy Camp, CA 96039.

2. Proposal

Proposals must include but need not be limited to:

- a) Summary outlining qualifications and similar work performed.
- b) Samples of similar printed documents.
- c) At least three (3) client references with names, telephone numbers, and description of project performed, who have been customers within the past three years.
- d) Maximum, not to exceed, fee per copy for each printing. Include a detailed breakdown of how this amount is calculated.
- e) Timeline for completion of each printing, include detailed timeline from time you receive the final document through delivery to Happy Camp office and distribution to mailing list.
- f) Payment terms.
- g) Bid bond for the completion of the work, or documentation that bond can be obtained if

selected.

- h) Information about the background and experience of your firm which you believe qualifies you to be the selected vendor for this project.
- i) Guarantee that price will be fixed for a minimum of one full year. If no issues or deficiencies are identified during the initial term, the Agreement shall renew automatically on an annual basis unless cancelled with proper notice.

Selection

The Karuk Tribe reserves the right to accept or reject any proposal. The Tribe also reserves the right to negotiate final terms with the selected vendor. The Tribe will select the proposal that it considers most advantageous to the Tribe.

The following items will be considered in our selection:

- a) Qualifications and experience in similar projects.
- b) Ability to meet deadlines.
- c) Samples of previous work.
- d) References from prior clients.
- e) Cost.

Responses must be hand, mail, or email delivered 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

This Request for Proposals is open to all qualified, responsive bidders. 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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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.