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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**  
**21-RFP-008**

**For More Information:** Sherry Smith

[ssmith@karuk.us](mailto:ssmith@karuk.us), 1-530-842-9200 ext. 6111

**Proposal Deadline:** January 25, 2021 by 5:00 p.m. (PST)

The Karuk Tribe requests proposals for the following Scope of Work from a Contractor custodian to clean the Yreka Clinic.

In general, the respondent should have demonstrated experience in cleaning large facilities with multiple rooms.

**Scope of Services to be Provided in all areas of the clinic including kitchen/break room & conference room:**

1. Dusting/cobwebs
2. Disinfect hard all surfaces
3. Empty Trash/Replace Liners/ take to dumpster/ Cardboard to recycling dumpster daily
4. Empty paper shredders daily
5. Vacuum
6. Clean windows
7. Sweep & Mop floors
8. Stock Paper products and soap
9. Clean overhead lights of insects/stains
10. Kitchen wiped down and clean
11. Lobby furniture wiped down with disinfected wipes, Swept and mopped
12. Maintain Air Fresheners, Batteries and cartridges
13. Replace batteries in soap dispensers and paper towel holders
14. Sinks to be scrubbed daily

15. Air vents dusted weekly
16. Dental rooms Mop, Mirrors and sinks only
17. Medical exam rooms clean sinks, chairs, floors and wipe down all hard surfaces
18. Labs empty Trash. Clean sink, wipe down hard surfaces, sweep and mop
19. All doors, Door jams, Door knobs cleaned and disinfected daily

**Responses must be hand, mail, or email delivered by January 25, 2021 by 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)

**PROPOSAL SUBMITTAL INSTRUCTIONS**

Proposals must include:

1. A cover letter/statement of qualifications identifying relevant experience and the results/benefits achieved. (Maximum two (2) pages).
2. A proposed project approach for the scope of work described above, including elaboration of any additional detail and approach that will be used to handle the project. (Maximum three (3) pages).
3. Provide a breakdown of billing rates and final actual direct travel expenses reasonably incurred in the performance of contractual tasks will be reimbursable in accordance with Tribal policy. (Maximum one (1) page).
4. Names and telephone numbers of three (3) professional references noting the description of services including reference project and project outcomes with each reference. (Maximum one (1) page)

**SUBMISSION EVALUATION CRITERIA:**

1. Completeness of the proposal and responsiveness to the RFP.
2. Demonstrated skills and credentials of the submitter.
3. Relevant experience and capacity to work collaboratively.
4. A clearly defined approach to performing the scope of work

**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).**

**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.**