
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

Request for Proposals**17-RFP-017****For More Information:** Kori Novak, 530-842-9200 x 6125, knovak@karuk.us**Proposal Deadline:** March 1, 2017, no later than 5p.m. (PST)

The Karuk Tribe requests proposals for the following Scope of Work required for Yreka Medical/Dental Clinic Cleaning Service.

Task One Office Area cleaning

Dust and properly disinfect all surfaces daily (daily is considered Monday through Saturday)
Empty Trash/Replace liners daily
Vacuum daily
Clean windows 1 time per week
Clean overhead lights (remove insects or stains spots etc.) as needed
Remove cobwebs as needed

Task Two Common Areas

Dust and disinfect all surfaces daily
Empty Trash/Replace liners daily
Vacuum daily
Clean windows 1 time per week
Clean overhead lights (remove insects or stains spots etc.) as needed
Remove cobwebs as needed

Task Three Examination Rooms

Dust and disinfect all surfaces daily
Empty Trash/Replace liners daily
Sweep and mop floors daily
Stock paper products and soap daily
Clean overhead lights (remove insects or stains spots etc.) as needed

Task Four Break Room

Dust and disinfect all surfaces daily
Empty Trash/Replace liners daily
Sweep and mop floors daily
Stock paper products and soap daily
Clean overhead lights (remove insects or stains spots etc.) as needed
Remove cobwebs as needed

Task Five Conference Room

Dust all surfaces 1x per week
Empty Trash/Replace liners as needed
Vacuum floors 1x per week or more if needed
Clean overhead lights (remove insects or stains spots etc.) as needed
Remove cobwebs as needed

Task Six Restrooms

Dust and disinfect all surfaces daily
Empty Trash/Replace liners daily
Sweep and mop floors daily
Stock paper products and soap daily
Clean overhead lights (remove insects or stains spots etc.) as needed

Task Seven Lab Area

Dust and disinfect all surfaces daily
Empty Trash/Replace liners daily
Sweep and mop floors daily
Stock paper products and soap daily
Clean overhead lights (remove insects or stains spots etc.) as needed
Clean windows 1 time per week

Task Eight Floors

Carpets – Vacuumed daily
➤ Deep cleaning with machine – Bi-Annually
Hard Flooring-Sweep and mop daily
➤ Strip and Wax – Bi-Annually
➤ Wet Buffing – As needed

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
- 2) A description of similar work previously completed in office and medical facilities 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 March 1, 2017 no later than 5:00 p.m. (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: soffield@karuk.us

Price Page for 17-RFP-017:

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: _____
- Task 5: _____
- Task 6: _____
- Task 7: _____
- Task 8: _____

List previous experience providing similar services:

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.

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 13-RFP-[XXX]:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Lump sum amount requested to be compensated for: _____

Provide hourly rates:

Provide travel expense rates:

List previous experience providing food services for events/activities below:

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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