
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 Qualifications**12-RFQ-912****For More Information:** Scott Quinn, (530) 493-1600**Closing Date:** Open Until Filled

The Karuk Tribe requests responses from qualified individuals to perform the following tasks as the Klamath River RV Park Manager located in Happy Camp, CA. The park currently has approximately 30 RV spaces and overnight camp spots with room to grow on approximately 7.3 acres.

The following tasks are required for performing the day-to-day operation of the Karuk Tribe's Klamath River RV Park in Happy Camp, CA.

Tasks:

- 1) Perform all property management services needed to safely and efficiently operate the RV Park.
- 2) Review and process rental applications and agreements, monthly tenant billing, rental collections, and monitoring tenant compliance with rental agreements, policies, rules and regulations.
- 3) Check Guests in and out of the park and make telephone reservations.
- 4) Respond to complaints and concerns of tenants and the Karuk Tribal Council and file evictions if necessary.
- 5) Perform basic facility maintenance in and around the RV Park including all landscaping necessary to maintain the property, facilities, and regularly inspecting grounds and facilities for landscaping, maintenance (including electrical, plumbing, appliances, and carpentry), and safety concerns.
- 6) Operating all equipment necessary to maintain grounds, units, and property. Equipment and workshop storage space will be provided, but contractor must keep an inventory of all of all tools and equipment used. Contractor shall maintain equipment used during the course of work.

Desired Qualifications:

- 1) Experience preferred in managing an RV Park, Motel, or Home Rentals.
- 2) Good Personal Communications skills.
- 3) Proficient in MS Word and Excel computer programs.
- 4) Experience maintaining grounds and buildings.

Please provide a statement relating to your qualifications and ability to perform the above tasks along with the names and telephone numbers of three references.

Responses must be hand, mail, fax, or email delivered to:

Tiffany Ashworth
Karuk Tribe Administration Office
64236 Second Avenue, PO Box 1016, Happy Camp, CA 96039
Faxes will be accepted at (530) 493-2342
Emails will be accepted at tashworth@karuk.us

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 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).