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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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**EMERGENCY POSTING****Request for Proposals****13-RFP-008**

**For More Information:** Le Loni Colegrove (530) 493-1600 or [lcolegrove@karuk.us](mailto:lcolegrove@karuk.us)  
**Proposal Deadline:** Tuesday, March 19, 2013, no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work from qualified vendors to provide printing 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.

**Task One – Printing Services**

Vendor will be required to provide all services required for full color printing of the newsletter.

**Task Two – Finishing Services**

Vendor will be required to provide all finishing services required to meet Tribal and USPS bulk mailing specifications (size, paper, location of staples/stickers, etc.).

**Task Three – Delivery Services**

Vendor will be required to provide delivery of finished product to Karuk Tribal Offices at 64236 Second Avenue, Happy Camp, CA 96039 ready for address labels to be affixed for mailing.

**Responses to this Request for Proposal should include the following:**

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.
- 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.
- j) Signature of an authorized representative of your company.

### **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.

### **Proposal Submission**

Interested consultants/vendors must submit their proposals by hand, mail, or e-mail delivered by **Tuesday, March 19, 2013 no later than 5:00pm (Pacific Standard Time) to:**

Tiffany Ashworth, Director of Administrative Programs & Compliance  
Karuk Tribe – Administration Office  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039

E-mailed submissions will be accepted at: [tashworth@karuk.us](mailto:tashworth@karuk.us)

Faxed will not be accepted.

### **Indian Preference**

This Request for Proposals is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) and/or the Indian Preference Act of 1934 (Title 25, USC, Section 47), based on funding source requirements.

Documentation of and compliance with Indian Preference must accompany the proposal. Additional information for Indian Preference can be obtained by contacting the Karuk Tribe's TERO Office at: (530) 493-1600, extension 2030.

### **TERO Fee**

The Karuk Tribe assesses a TERO (Tribal Employment Rights Ordinance) fee of two percent (2%) of the total contract amount that exceed \$2,500.00. Additional information for the TERO fee can be obtained by contacting the Karuk Tribe's TERO Office at: (530) 493-1600, extension 2030.

**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).**