
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

**Karuk Dental Clinic**

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Request for Proposals**13-RFP-010**

For More Information: Julie Burcell (530) 493-1600 or jburcell@karuk.us

Proposal Deadline: Monday, April 8, 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 food preparation and service for the Spring 2013 Karuk Basket Weaver's Gather to be held on April 20 – 22, 2013.

The Gathering will be held in Happy Camp, California, at the Karuk Administration Complex. The complex has a prep kitchen and a gymnasium area that is used for dining. There are tables and chairs available. To ensure that guests are properly accommodated, and to assist with pre-project meal planning, participants will be required to pre-register, and will be given a **name badge/meal ticket.** Entry to meals will be strictly monitored by staff and volunteers.

The gymnasium will also be used for the Basket Weavers gathering activities.

To reduce trash and impact on the environment please avoid extra portion cups and Styrofoam containers.

The People's Center seeks food preparation and related services for the meals and menus listed below. Food must be prepared by the vendor (no packaged or pre-made products). In addition to food preparation, service should include all paper goods, utensils, condiments, trash bags, removal of trash and spill clean-up in the eating area, set-up of tables/chairs, and overall clean-up of the dining area after each meal. List pricing according to menus prescribed.

Task One – Menu, April 20

Food must be prepared by the vendor. No packaged or commercially prepared products. Breakfast is scheduled for 8:00 a.m. to 9:30 a.m.; lunch is scheduled for 12:00 p.m. to 1:00 p.m.; and dinner is scheduled for 5:00 p.m. to 6:00 p.m.

- **April 20 Breakfast, Snacks**
Hot breakfast (define)
Non-sugared cold cereals
Fresh fruit (in season)
Bran or berry muffins
Coffee, teas, milk, orange juice,
bottled water
- **April 20 Lunch**
Pre-made sandwiches (define)
Soup (define)
Potato and pasta salads
Fresh fruit (in season)
Coffee, teas, juice, and bottled
water
- **April 20 Dinner**
Meat entrée (define)
Side Dishes (define 2)
Bread or roll with butter
Salad bar
Dessert (define)
Coffee, teas, juice, and water

Task Two – Menu, April 21

Food must be prepared by the vendor. No packaged or commercially prepared products. Breakfast is scheduled for 8:00 a.m. to 9:30 a.m.

- April 21 Breakfast, Snacks
 - Hot breakfast (define)
 - Non-sugared cold cereals
 - Fresh fruit (in season)
 - Bran or berry muffins
 - Coffee, teas, milk, orange juice, bottled water

Task Three – Meal Preparation and Clean-up

Conduct all shopping, food preparation, facility preparation, and clean-up necessary for completion of each meal. Vendor shall supply all materials necessary to complete these services, including but not limited to all paper goods, utensils, condiments, trash bags. ***To reduce trash and impact on the environment please avoid extra portion cups and Styrofoam containers.***

Removal of trash, spill clean-up in the eating area and overall clean-up of the dining area after each meal. Vendor will provide appropriate supplies for clean-up to include trash bags, towels, cleaning supplies, etc.

Indian Preference

This Request for Proposal is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Karuk Tribe's Tribal Employment Rights Ordinance (TERO) and/or Native American Housing and Self Determination Act (NAHASA)/Housing and Urban Development (HUD) projects on or near the Karuk Ancestral Territory.

A Compliance Plan describing how Indian Preference will be applied must accompany the proposal. The Compliance Plan is available by contacting the Karuk Tribe's TERO Office at: (530) 493-1600, extension 2030.

Indian owned businesses must provide certification from their Tribe of origin. Indian owned businesses not certified by their Tribe of origin must complete a Statement of Qualifications available 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 on or near the Karuk Ancestral Territory. Additional information for the TERO fee can be obtained by contacting the Karuk Tribe's TERO Office at: (530) 493-1600, extension 2030.

Tribal Sales Tax

The Karuk Tribe assesses a Tribal Sales Tax of six percent (6%) will be paid for all materials purchased in conjunction with this project.

Contractor shall apply for and receive a California seller's permit (a/k/a State Board of Equalization resale number) prior to the commencement of work under this contract. The requirement for the seller's permit is to allow the Contractor to obtain materials and fixtures from the supplier without paying tax. The Contractor may then resell the materials and fixtures to the Owner on Karuk Tribal Lands before installation. Nothing herein shall allow the Contractor to charge more than the actual price/value of the materials and fixtures provided.

Title to the materials and fixtures transfers to the Owner (Karuk Tribe) on the Karuk Tribal Lands and prior to the installation of the materials by Contractor.

Wage Rates

Vendor must comply with the Karuk Tribe's Wage Rate Ordinance or 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).

Training/Apprenticeship

Respondents who include training, apprenticeship or job shadowing opportunities for tribal members in their bid will receive additional points in the scoring process.

Responses to Request for Proposal

Proposals must include but not be limited to:

- 1) A statement of qualifications, including relevant experience in meal preparation and similar work completed.
- 2) Flat rate amount for compensation per person for each meal and TERO fee as identified in the attached rate sheet.
- 3) TERO Compliance Plan
- 4) Indian owned business certification or Statement of Qualifications
- 5) Copy of current/valid Food Handlers Certificate.
- 6) Names and telephone numbers of three client references.

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) Indian Preference.
- b) Qualifications and experience in similar projects.
- c) Ability to meet deadlines.
- d) Samples of previous work.
- e) References from prior clients.
- f) Cost.
- g) TERO Compliance Plan.
- h) Training/Apprenticeship.

Proposal Submission

Interested consultants/vendors must submit their proposals by hand, mail, or e-mail delivered by **Monday, April 8, 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

Faxed will not be accepted.

Proposal Submitted by:

Name: _____ **Phone Number:** _____

Flat rate amount you request to be compensated for each meal:

April 20, 2013: Breakfast/Snacks (per person): _____

April 20, 2013: Lunch (per person): _____

April 20, 2013: Dinner (per person): _____

April 21, 2013: Breakfast/Snacks (per person): _____

TOTAL FOOD (PER PERSON): \$ _____

****TOTAL LABOR (PER PERSON):** \$ _____

2% TERO FEE (PER PERSON): \$ _____

GRAND TOTAL (PER PERSON): \$ _____

****LABOR must include all incidental expenses (mileage, lodging, etc.).**

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

List up to three references with phone numbers below:

1) _____

2) _____

3) _____

Comments:

