

---

**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

---

**EMERGENCY POSTING****Request for Proposals****13-RFP-011**

**For More Information:** Tiffany Ashworth, [tashworth@karuk.us](mailto:tashworth@karuk.us)

**Proposal Deadline:** Tuesday, April 29, 2013 no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for the preparation of meals for the Tribal Council, Health Board, and other assigned meetings from May 9, 2013 through September 30, 2013.

As part of the submittal all persons assisting with meal preparation shall agree to a Tuberculosis test to be administered at a Tribal Clinic at no charge. The results of the test must be submitted to the Human Resources Manager for the contract to be remain valid and starting a task.

All persons who assist in food preparation and serving must wear hairnets and gloves, in addition to adhere to current health and safety practices as defined in Food Handler's trainings.

**Task One – Tribal Council Meetings**

Prepare meals for all Tribal Council Meetings. Council meetings are held on the fourth Thursday of each month and the location rotates between Yreka, Happy Camp, and Orleans.

**Task Two – Tribal Health Board Meetings**

Prepare meals for all Tribal Health Board Meetings. Health Board meetings are held on the second Thursday of each month in Happy Camp.

**Task Three – Special Meetings/Events**

Prepare meals for other meetings and/or events as requested by Karuk Tribal Staff. Availability on short notice is a must.

**Task Four – Meal Preparation/Clean-up**

Conduct all shopping, food preparation, facility preparation, and clean-up necessary for completion of each meal. The Karuk Tribe will supply all materials necessary to complete these services, including but not limited to: cooking facilities and equipment, food, paper products, utensils, cleaning supplies, etc.

**Task Five – Travel**

Ability to travel to all three communities (Happy Camp, Orleans, and Yreka) when required.

**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 (NAHASDA)/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 for each meeting type 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) Cost.
- d) Ability to meet deadlines.
- e) Samples of previous work.
- f) References from prior clients.
- g) TERO Compliance Plan.
- h) Training/Apprenticeship.

### **Proposal Submission**

Interested consultants/vendors must submit their proposals by hand, mail, or e-mail delivered by **Tuesday, April 29, 2013 no later than 5:00 p.m. (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.

**Proposal Submitted by:**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Are you claiming **Indian Preference**\*? If yes, check one:

Indian Owned Business

Karuk Tribal Member

Karuk Tribal Descendent

Non-Karuk Tribal Member/Descendent

\* If claiming Indian Preference, applicable supporting documentation **MUST** be included in the proposal.

**Flat rate amount you request to be compensated for each type meeting:**

*Health Board Meetings:*

Labor\*\*:  
\$ \_\_\_\_\_

2% TERO:  
\$ \_\_\_\_\_

Total:  
\$ \_\_\_\_\_

*Council Meetings:*

Labor\*\*:  
\$ \_\_\_\_\_

2% TERO:  
\$ \_\_\_\_\_

Total:  
\$ \_\_\_\_\_

*Special Meetings:*

Labor\*\*:  
\$ \_\_\_\_\_

2% TERO:  
\$ \_\_\_\_\_

Total:  
\$ \_\_\_\_\_

*Special Events:*

Labor\*\*:  
\$ \_\_\_\_\_

2% TERO:  
\$ \_\_\_\_\_

Total:  
\$ \_\_\_\_\_

\*\*LABOR must include all incidental expenses (mileage, lodging, etc.). Special meetings and events shall be calculated as a 1-day event.

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

---

---

---

---

---

---

---

---

**List up to three references with phone numbers below:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Menu** (six month) submitted with proposal? Yes No

**TERO Compliance Plan** submitted with proposal? Yes No

**Comments:**

---

---

---

---

---

---

---

---

---

---