
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**13-RFP-012**

For More Information: Tiffany Ashworth, tashworth@karuk.us

Proposal Deadline: Monday, May 20, 2013 no later than 9:00 a.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 for a six (6) month initial period, with the option of extending based on six (6) month intervals.

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.

All persons who assist in food preparation and serving must be respectful and courteous in applying Karuk tradition of honoring Elders and children first. Overall, all persons must exhibit professionalism, general courtesy and respect to all people, including Tribal staff.

I. Scope of Work**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, with meal service commencing at 5:00 p.m. Meal service is estimated for approximately 60 – 75 people. All leftover food and beverages shall be packaged and provided to the Karuk Tribe's Administration Office, located in Happy Camp, CA.

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, with meal service commencing at 5:00 p.m. Meal service is estimated for approximately 25 – 40 people. All leftover food and beverages shall be packaged and provided to the Karuk Tribe's Administration Office, located in Happy Camp, CA.

Task Three – Special Meetings

Prepare meals for other meetings and/or events as requested by Karuk Tribal Staff. Meal service is estimated for approximately 10 – 20 people. All leftover food and beverages shall be packaged and provided to the Karuk Tribe's Administration Office, located in Happy Camp, CA. Availability on short notice is a must.

Task Four – Special Events

Prepare meals for other meetings and/or events as requested by Karuk Tribal Staff. Meal service is estimated for approximately 100 or more people. All leftover food and beverages shall be packaged and provided to the Karuk Tribe's Administration Office, located in Happy Camp, CA. Availability on short notice is a must.

Task Five – Meal Preparation/Clean-up

Conduct all shopping, food preparation, facility preparation, and clean-up necessary for completion of each meal. Proposal responses are to include labor costs and minor incidentals (such as mileage) only.

Shopping for the Tribal Council, Health Board and Special Meetings shall be completed at local stores from the nearest local community that accepts the Tribe's purchase orders.

Shopping for Special Events may be completed at stores located out of town. It is the Tribe's preference to provide support for local businesses, when feasible.

Vendor shall provide to the Tribe the final menu, detailed receipts and any unused monies no later than ten (10) calendar days from the last day of the event for reconciliation.

The Tribe will cover the expenses and 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 Six – Travel

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

II. General Provisions

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.

TERO Compliance Plan (Mandatory/Required)

A Compliance Plan describing how Indian Preference will be applied must accompany the proposal. The Compliance Plan is available on the Karuk Tribe's website: <http://www.karuk.us/karuk2/images/docs/hr-files/rfps/TERO%20Compliance%20Plan%20-%20004222013.pdf> or 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 (Mandatory/Required)

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 (If applicable.)

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 (If applicable.)

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 (Optional)

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

III. Submission of Proposal

Responses to Request for Proposal and Proposal Submission

Vendors submitting a proposal **must** include at minimum the following to be considered responsive:

- A detailed statement of qualifications, including relevant experience in meal preparation and similar work completed.
- Flat rate amount for compensation for each meeting type **and** TERO fee as identified in the attached rate sheet.
- Six month menu for regularly scheduled Tribal Council and Health Board Meetings.
- TERO Compliance Plan.
- Indian owned business certification or Statement of Qualifications.
- Copy of current/valid Food Handlers Certificate.
- Names and telephone numbers of three client references.

Interested consultants/vendors must submit their proposals by hand, mail, or e-mail delivered by **Monday, May 20, 2013 no later than 9:00 a.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
Faxed will not be accepted.

IV. Evaluation and 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 priority will be considered in our selection:

1. Indian Preference.
2. Qualifications and experience in similar projects.
3. Ability to meet deadlines.
4. Evaluations/References from prior clients and/or customers.
5. Past business history with the Tribe.
6. TERO Compliance Plan.
7. Cost.
8. Training/Apprenticeship.

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:

Council Meetings (60-75 People):

Labor**:

\$	_____
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2% TERO:

\$	_____
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Total:

\$	_____
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Health Board Meetings (25-40 People):

Labor**:

\$	_____
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2% TERO:

\$	_____
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Total:

\$	_____
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Special Meetings (10-20 People):

Labor**:

\$	_____
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2% TERO:

\$	_____
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Total:

\$	_____
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Special Events (100 or more People):

Labor**:

\$	_____
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2% TERO:

\$	_____
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Total:

\$	_____
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**LABOR must include incidental expenses (i.e. mileage). Labor costs are not to include food and supply expenses. 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

Certifications:

By initialing below I understand and shall comply with the following:

_____ Shopping for the Tribal Council, Health Board and Special Meetings shall be completed at local stores from the nearest local community that accepts the Tribe’s purchase orders.

_____ Shopping for Special Events may be completed at stores located out of town. It is the Tribe’s preference to provide support for local businesses, when feasible.

_____ Vendor shall provide to the Tribe the final menu, detailed receipts and any unused monies no later than ten (10) calendar days from the last day of the event for reconciliation.

_____ The Tribe will cover the expenses and supply all materials necessary to complete these services, including but not limited to: cooking facilities and equipment, food, paper products, utensils, cleaning supplies, etc.

Comments:
