
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-017**

For More Information: Le Loni Colegrove, lcolegrove@karuk.us

Proposal Deadline: Monday, July 1, 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 and traditional cooking of acorn soup for the 17th Annual Karuk Tribal Reunion on July 20, 2013 at the Happy Camp River Park located in Happy Camp, California.

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. Documentation of current (within one (1) year) 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 are handling, preparing and/or cooking shall have or be supervised by a current/valid Food Handler's license holder.

Who Are Respondents?

Respondents are individuals who express interest in a solicitation by submitting a proposal. Respondents can be a single person or a group of related or non-related people. If the proposal is being submitted as a group there must one person who is appointed to submit the proposal and potentially enter into the contract. This appointed person must also be able to lead/facilitate the tasks identified within the solicitation.

In our ongoing effort to sustain cultural knowledge and traditions the Tribe wants to provide mentorship opportunities for others to learn.

What is Mentorship?

Mentorship is the act of providing education both verbally and hands on to another person with lesser knowledge in a particular subject. As part of this solicitation, the Karuk Tribe encourages and supports mentorship activities that help to promote the Karuk traditions.

Mentorship/Training/Apprenticeship (Optional)

Respondents who are willing to train, mentor or provide apprenticeship or job shadowing opportunities for tribal members in their bid will receive an additional preference in the evaluation process.

Solicitation/Proposal Guidance:

Guidance is available for clarification and completion of a proposal for submission to interested Respondents. To receive guidance, please contact:

- | | | |
|----------------------|----------------------------------|--|
| 1. Tiffany Ashworth | Phone: (530) 493-1600, ext. 2017 | E-mail: tashworth@karuk.us |
| 2. Le Loni Colegrove | Phone: (530) 493-1600, ext. 2010 | E-mail: lcolegrove@karuk.us |
| 3. Dion Wood | Phone: (530) 493-1600, ext. 2030 | E-mail: dwood@karuk.us |

I. Scope of Work

Task One – Reunion Snacks, July 20

Snack is scheduled for 11:00 a.m. to 1:00 p.m. Snack items are to be provided as a courtesy during the day **at the Park**; there will also be food vendors selling items. Snack service should be planned for 600 guests.

The Tribe’s kitchen will be available to bidder for preparation of snacks. Snack menu items are specified and not to be modified. Food must be prepared by the Respondent. No packaged or commercially prepared products. Absolutely NO sugar beverages. Respondent shall ensure snacks have proper food coverings, serving utensils and the proper temperature is maintained.

- **July 20 - Snacks**

Fresh fruit trays.

Vegetable trays w/dip(s).

- Ranch
- Hummus
- Peanut Butter
- Other variations.

Water, unsweetened iced tea, and coffee.

Task Two – Reunion Dinner, July 20

Dinner is scheduled for 2:30 p.m. Dinner service should be planned for 600 guests.

The Tribe’s kitchen will be available to bidder for food preparation and cooking for dinner to be served **at the** Happy Camp River Park. There will be tables and chairs at the Park for dining.

Food must be prepared by the Respondent. No packaged or commercially prepared products. Dinner menu items are specified and not to be modified. Absolutely NO sugar beverages.

Food will need to be prepared and transported to the Park to be served buffet style **in two (2) separate lines** to aide in the fast flow of guests.

- July 20 - Dinner

Traditionally Cooked Salmon & Acorn Soup (will be cooked and provided for serving)
Water Potatoes w/Onion
Pinto/Red Bean Soup
Tomato/Cucumber/Red Onion, Vinegar & Oil Salad
Corn on the cob
Sliced Watermelon
Pan Bread (optional)
Sheet Cakes
Water, unsweetened iced tea, and coffee.

Task Three – Breakfast, July 21

Breakfast is scheduled for 8:00 a.m. to 9:30 a.m. Breakfast service should be planned for 75 guests.

The Tribe's kitchen will be available to bidders for food preparation and cooking for breakfast to be served in the Multi-Purpose Room.

Food must be prepared by the Respondent. No packaged or commercially prepared products.

- July 21 - Breakfast

Pancakes
Scrambled Eggs
Sausage and Bacon
Fresh Fruit
Juices, coffee, tea, and water

Task Four – Meal Preparation and Clean-up

Conduct all shopping, food preparation, facility preparation, and clean-up necessary for completion of each meal. Respondent 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.*** List pricing according to menus prescribed.

Reminder: Food must be prepared by the Respondent (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. Respondent will provide appropriate supplies for clean-up to include trash bags, towels, cleaning supplies, etc.

Respondent will be responsible for recruiting volunteers to help with preparation, serving, and cleaning. Access to the gymnasium and kitchen is available for the entire weekend of the event including Friday.

II. General Provisions

Indian Preference

This Request for Proposal is open to all qualified, responsive Respondents. 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 TERO Compliance Plan describing how Indian Preference will be applied must accompany the proposal. The TERO Compliance Plan is available on the Karuk Tribe's website:

<http://www.karuk.us/karuk2/images/docs/hr-files/rfps/TERO%20Compliance%20Plan%20-%2004222013.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.)

Respondent 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).

Mentorship/Training/Apprenticeship (Optional)

Respondents who are willing to train, mentor or provide apprenticeship or job shadowing opportunities for tribal members in their bid will receive an additional preference in the evaluation process.

To receive additional preference, a semi-detailed statement must describe the training/mentoring a personal will receive must be included with the bid.

III. Submission of Proposal

Solicitation/Proposal Guidance

Guidance is available for clarification and completion of a proposal for submission to interested Respondents. To receive guidance, please contact:

- | | | |
|----------------------|----------------------------------|--|
| 1. Tiffany Ashworth | Phone: (530) 493-1600, ext. 2017 | E-mail: tashworth@karuk.us |
| 2. Le Loni Colegrove | Phone: (530) 493-1600, ext. 2010 | E-mail: lcolegrove@karuk.us |
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Responses to Request for Proposal and Proposal Submission

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

- A brief statement of qualifications and relevant experience in meal preparation and similar work completed.
- Flat rate amount for compensation for labor (preparation and cooking) and supplies **and** TERO fee as identified in the attached rate sheet.
- TERO Compliance Plan.
- Indian owned business certification or Statement of Qualifications.
- Copy of current/valid Food Handlers Certificate for Respondent or managing supervisor.
- Names and telephone numbers of three client references.
- Description of mentorship/training/apprenticeship opportunities to be provided. (Optional.)

Interested Respondents must submit their proposals by hand, mail, fax or e-mail delivered by **Monday, July 1, 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

Faxed submissions will be accepted at: (530) 493-5322.

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 Respondent. 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. Mentorship/Training/Apprenticeship Opportunities.

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:

- 1. Labor (preparation & cooking): \$ _____
- 2. Supplies: \$ _____
- 3. 2% TERO (line 1+2 x 2%=3): \$ _____
- 4. Total (line 1+2+3=4): \$ _____

*****DO NOT INCLUDE FOOD COSTS IN YOUR BID, FUNDING WILL BE PROVIDED SEPARATELY.*****

List previous qualifications/experience providing food service:

List up to three references with phone numbers below:

- 1) _____
- 2) _____
- 3) _____

TERO Compliance Plan** submitted with proposal? Yes No

**The TERO Compliance Plan submission is mandatory – all proposals submitted without a completed TERO Compliance Plan shall be deemed non-responsive. The TERO Compliance Plan is available on the Karuk Tribe’s website: <http://www.karuk.us/karuk2/images/docs/hr-files/rfps/TERO%20Compliance%20Plan%20-%2004222013.pdf> or by contacting the Karuk Tribe’s TERO Office at: (530) 493-1600, extension 2030.