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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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**Request for Proposals****13-RFP-020**

**For More Information:** Le Loni Colegrove, [lcolegrove@karuk.us](mailto:lcolegrove@karuk.us)

**Proposal Deadline:** Monday, July 15, 2013 by 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 for a six (6) month period.

As part of the submittal all persons assisting with meal preparation 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. Mileage will be paid at the currently approved rate for travel to communities outside of the primary residence of the selected individual.

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

- 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 as identified in the attached rate sheet.
- 3) Names and telephone numbers of three client references.
- 4) Copy of current/valid Food Handlers Certificate.

**Responses must be hand, mail, fax, or email delivered by Monday, July 15, 2013 by 5:00 p.m. (Pacific Standard Time) to:**

Tiffany Ashworth  
Karuk Tribe Administration Office  
64236 Second Avenue, PO Box 1016, Happy Camp, CA 96039  
Faxes will be accepted at (530) 493-5322  
Emails will be accepted at [tashworth@karuk.us](mailto:tashworth@karuk.us)

**Indian Preference will apply in the selection process in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47) and/or the Tribal Employment Rights Ordinance (TERO), based on funding source requirements.**

**All contracts that exceed \$2,500.00 shall be subject to a 2% Tribal Employment Rights Fee in accordance with the TERO Ordinance.**

**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).**

**Proposal Submitted by:**

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

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

Health Board Meetings (25-40 People): \_\_\_\_\_

Council Meetings (60-75 People): \_\_\_\_\_

Special Meetings (10-20 People): \_\_\_\_\_

Special Events (100 or more People): \_\_\_\_\_

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

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

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

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

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

**Other Comments:**

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