

Karuk Community Health Clinic

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Karuk Tribe

**Administrative Office**

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Karuk Dental Clinic

64236 Second Avenue
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Phone: (530) 493-2201
Fax: (530) 493-5364

Request for Proposals**15-RFP-033****For More Information: Lisa Hillman, (530) 627-3446 x 3016, lisahillman@karuk.us****Proposal Deadline: June 19, 2015 no later than 5:00 (Pacific Standard Time)**

The Karuk Tribe requests proposals for the following Scope of Work for qualified vendors to provide food preparation and service for the Food Security – Spring Seasonal Youth Camp to be held June 25-26, 2015. Meal service is estimated for approximately 20 people. Vendor shall strive to meet the guidelines of the Tribal Council approved Karuk Tribe Food Policy, see link below RFP or find under Personnel, Personnel Forms, Policies and Procedures on the Karuk website.

The Spring Seasonal Youth Camp will be held in Yreka, California, at the Karuk Tribal Housing Authority Computer Center. Meals may be prepared at the Housing Authority's kitchen, located one mile from the venue. Meals, beverages, and eating utensils will be delivered by the vendor to the Computer Center at the times listed in the scope of work.

The Food Security project 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, save for the individually portioned breakfast yogurt). The Tribe will cover the expenses and supply all materials necessary to complete the services including but not limited to: cooking facilities and equipment and cleaning supplies. To reduce trash and impact on the environment please avoid extra portion cups and Styrofoam containers.

When feasible, it is the Tribe's preference to provide support for locally grown foods that are pesticide and hormone free. Wild or cage-free proteins, culturally and seasonally appropriate are preferred. Please refer to the Tribal Council approved Karuk Tribe Food Policy (see link).

Vendor shall conduct all shopping and the total bid shall be all-inclusive: food purchases (except salmon/eels for Thursday evening on June 25), food preparation, kitchen facility clean-up. Service should include all paper goods, utensils, condiments, and trash bags. It is important to note that it is the vendor's responsibility to remove trash and spill clean-up in the prep-kitchen; an overall clean-up of the kitchen will be required after each meal preparation. All leftover food and beverages shall be packaged and left at the Computer Center site. Proposal responses include labor costs and minor incidentals, such as mileage.

At least one person present during all times must have a valid Food Handler's certificate, Respondent must name person(s) holding Food Handler's certificate and provide a copy(ies) with your response to this RFP. Overall, all persons must exhibit professionalism, general courtesy and respect to all people, including Tribal staff.

I. Scope of Work

Food must be prepared by the vendor. No packaged or commercially prepared products. Dinner will be delivered to the Yreka Computer Center by 6:30 pm (Thursday June 25). Breakfast and sack lunches will be delivered to the Center by 9:00 am (Friday June 26), snacks will be delivered the same day to same location by 3:30 pm. Meal service is estimated for approximately 20 people. List pricing according to menus prescribed.

Task One

June 25 Dinner

- Salmon and eels (provided)
- Potato salad
- Bread or roll w/butter
- Raw vegetable platter and dip
- Dessert (define)
- Bottled or boxed juice and water

Task Two

June 26 Breakfast

- Egg and sausage biscuit
- Yogurt, single portion
- Fresh Fruit
- Coffee
- Bottled tea/juice/water

June 26 Lunch

- Pre-made sandwiches (define)
- Cookie or baked sweet good
- Fresh fruit
- (these are packaged in bag)
- Bottled/can juice and water

June 26 Snacks

- Bran or berry muffins
- Meat, cheese wraps
- Fresh fruit
- Coffee, teas, juice, and water

Vendor shall provide to the Karuk Tribe’s Department of Natural Resources, P.O. Box 282, Orleans, CA 95556, (Attention Lisa Hillman) an invoice for their services no later than ten (10) calendar days from the last day of the event for reconciliation.

Responses must be hand, mail, fax, or email delivered by 19 June, 2015 no later than 5:00 pm (Pacific Standard Time) to:

Sammi Offield, Contract Compliance Specialist
 Karuk Tribe – Administration Office
 64236 Second Avenue
 P.O. Box 1016
 Happy Camp, CA 96039
 Faxes will be accepted at: (530) 493-2342
 Emails will be accepted at: soffield@karuk.us

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

All contracts that exceed \$2,500.00 shall be subject to a two percent (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).

A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.

Price Page for 15-RFP-033:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

E-mail: _____ **Fax Number:** _____

Amount requested to be compensated for each task:

- Task 1: _____
- Task 2: _____

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

List up to three references with phone numbers below:

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

Other Comments:

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