

Request for Proposals

For More Information: Laura Olivas, 800 505-2785 extension 2026 or Dion Wood, 800 505-2785 extension 2030

Proposal Deadline: 5 PM, July 27, 2012

The Karuk Tribe requests proposals for the following Scope of Work required for Cooking for the Happy Camp Yav Kuma Itapan Math/Science Camp August 2, 3, & 6 – 9, 2012 to be held at the Happy Camp Grange Hall.

Proposals shall include all time and tasks necessary for shopping, food preparation, service, and related services for the meals and menus attached. (the menu items are not specific and can be modified).

Service also includes providing all paper goods, utensils, condiments, and trash bags, removal of trash and spill clean-up in the serving and eating areas, assistance with setting-up of tables/chairs for serving and overall clean-up of the facilities.

Service should be planned for up to 35 guests daily. Respondents MUST possess current Food Handler’s Certificate.

Task One

Consult with Happy Camp Site Leader for supplies and menu items for shopping list. Obtain items with funds provided and turn in receipts for all purchases.

Task Two

Prepare or cook menu items daily. Sanitize and clean up preparation areas and eating areas according to Grange Hall requirements.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
- 2) A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) A lump sum price, with attached hourly and travel expense rate sheet [this can be modified to include specific details you need based on the project/work]. Names and telephone numbers of three client references.

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

LABOR: Shopping, preparation, cooking, serving, cleanup: \$ _____

ADDITIONAL ITEMS: Mileage, lodging, etc.: \$ _____

TOTAL: \$ _____

Before offering a proposal, you may contact Laura Olivas at 800 505-2785 Extension 2026 or Dion Wood at (530) 493-1600 Extension 2030 with questions or for clarifications.

Responses must be hand, mail, email, or fax delivered by Friday, July 27, 2012 at 5pm to:

Tiffany Ashworth
Karuk Tribe Administration Office
64236 Second Avenue, PO Box 1016, Happy Camp, CA 96039
Faxes will be accepted at (530) 493-2342
Emails will be accepted at 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 1% 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).