

# KARUK TRIBE HOUSING AUTHORITY

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Happy Camp, CA 96039  
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Yreka, CA 96097  
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## **REQUEST FOR PROPOSAL**

**For More Information:** Florraine Super, Resource Development Manager, 530-598-0768 [florrinesuper@karuk.us](mailto:florrinesuper@karuk.us)  
**Deadline:** MONDAY, March 14, 2022 no later than 5:00pm (PST)

### **Summary and Background**

The Karuk Tribe Housing Authority is seeking Event Crew for Kahtishraam Wellness Center (KWC) in the Yreka area. Individuals will work closely with KWC staff to provide equipment/supplies/material for small (10 people) to big (500 people) events. Ability to set-up/break down for said events. The total amount of work will depend on event. Some activities happen during the weekday, evenings or weekends. You can choose times that works best for you, as we will create a list of Event Helpers we can call as events happen. It helps if you are passionate about great experiences and great service. Contracts will be awarded to those whose proposal is most advantageous to the program.

Kahtishraam Wellness Center provides community support that serves 150-500 people. We have events such as Halloween Trick or treat; Christmas Visit with Santa; Youth Wellness includes basketball camp, culture activities and arts/crafts; Mental Health Awareness Drive thru; Easter Visit with Easter Bunny; Splish Splash water activities; Youth conference; GONA-Gathering of Native Americans Conference; movie nights; Summer Enrichment Programs, to name a few.

We believe strong communities are possible when we invest in our kids, our families, and our neighbors. To bring this into our community we provide ongoing support, development, and connections to others.

### **Scope of Services**

#### **Events setup crew**

- Ensure event/room setup and breakdowns are completed accurately, safely and efficiently according to event design/layout.
- Setup and/or take down tables, chairs, linens and other event equipment or props.
- Inspecting all equipment for damage after use and checking it back into storage area.
- Prep, sweep, and maintain general cleanliness in the event space (inside and outside) and others rooms.
- Provide excellent customer service assistance to internal staff and community members.
- Performing tasks such as lifting, walking, climbing, stooping, standing, pushing and /or pulling.
- Direct traffic of people or vehicles when needed.
- Perform other duties as requested.

### **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) Names and telephone numbers of three client references.

### **Responses must be hand, mail, or fax delivered by MONDAY, March 14, 2022 no later than 5:00pm (PST)**

Adia Supahan, Executive Assistant  
Karuk Tribe Housing Authority  
635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039  
Emails will be accepted at [asupahan@karuk.us](mailto:asupahan@karuk.us)

### ***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).