

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

NOTICE TO BIDDERS

Today's Date:	May, 28, 2025
General Description:	All necessary labor, tools, specialized equipment, materials, supplies, supervision and transportation to perform Landscaping and Ground Maintenance services on Elder and Vacant units in the Yreka KTHA Community as outlined in the scope of work.
Contact Information:	Karuk Tribe Housing Authority 635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039 Felicia Wolfenden, (530) 493-1414, Extension 3110, fwolfenden@karuk.us
Project Managers:	Brian Gonzalez: (530) 643-6177 bgonzalez@karuk.us
Project Name:	Elder/Vacant Landscaping and Ground Maintenance
Site Visit:	<i>Site visit encouraged but not mandatory.</i> Contact Project Manager above at least two business days in advance to coordinate site visits.
Submission:	Hand Submission: 635 Jacobs Way, Happy Camp, CA Mail Delivery: PO Box 1159, Happy Camp, CA 96039 Email: fwolfenden@kaurk.us Fax: (530) 493-1416
Deadline:	Friday, June 13, 2025 by 5pm

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KARUK TRIBE HOUSING AUTHORITY REQUEST FOR LUMP SUM FIXED QUOTATION

SOLICITATION FOR LUMP SUM FIXED-PRICE QUOTATIONS BASED ON PRICE ONLY (Small Purchases of \$250,000 or less)

Due Date: Friday, June 13, 2025 by 5pm

Site Visit: By appointment, contact Project Manager

More Information: Brian Gonzalez (530) 643-6177 or bgonzalez@karuk.us,

1. The Karuk Tribe Housing Authority (KTHA) requests lump sum fixed-price quotations for all necessary labor, tools, specialized equipment, materials, supplies, supervision and transportation to perform Landscaping and Ground Maintenance services on Elder and Vacant units in the Yreka KTHA Community as outlined in the scope of work.
2. KTHA is requesting these quotations under the small purchase procedures. This is a less formal, simplified process which will help us to expedite our selection. Because KTHA is following this process, we will not be able to accept quotations that are more than \$250,000.
3. Quotations are invited from non-Indian as well as Indian-owned economic enterprises or organizations.
4. Quotations may be submitted by email, mail, or hand delivery. All quotations must be submitted to KTHA in writing and emailed to fwolfenden@karuk.us, mailed or hand delivered to PO Box 1159, 635 Jacobs Way, Happy Camp, CA 96039 by **Friday, June 13, 2025 by 5pm**.
5. The Scope of Work is as set forth on Appendix A attached to this Solicitation. Anyone submitting a quotation for this work is **encouraged but not required** to visit the job sites to ascertain the nature and location of work and to satisfy itself as to the general and local conditions which can affect the work. Contact **Brian Gonzalez (530) 643-6177 or at least two business days in advance.**
6. **Indian Preference.** Any firm seeking Indian preference in this award must provide evidence that it is not less than 51% Indian owned and controlled. If claiming this preference, please contact us immediately so that we can fax you a pre-qualification statement that you must fill out and return within two days of your receipt. KTHA will then review the statement and determine eligibility for preference.
7. **Award.** The contract will only be awarded to a responsive, responsible individual or firm. The contract will be awarded to a qualified Indian enterprise submitting the lowest responsive quotation if such quotation is within budgeting limits established for this solicitation and is within the limits identified in the KTHA Procurement Policy regarding Indian preference in contracting. If no responsive quotation by a qualified Indian enterprise is within the above-stated limits, then award will be made to the individual or firm with the lowest responsive quotation.
8. All quotations must contain a commitment to provide Indian preference in 1) subcontracting, 2) training, and 3) employment, and must contain a statement describing the methods that will be used to provide such preferences. This statement is part of the submitted quotation. This statement will be evaluated as part of the submitted quotation, and any quotation failing to contain such preference statement or failing to adequately address such preference requirements shall be deemed non-

responsive. If you believe it is infeasible to provide Indian preference in subcontracting, training, or employment, you must include in your quotation a certification as to the reasons why.

9. The form of Contract which contains the terms and provisions of the contract agreement between KTHA and the individual or firm selected for this work is available for review upon request. By submitting a quotation, you hereby agree that if selected, you shall deliver to the Authority, within the time later designated by the Authority, a properly executed Contract and to be bound by all terms and conditions set forth therein, including but not limited to assurance of performance, completion dates, prevailing wage rates, warranties, other federal requirements, and other terms and provisions as set forth therein.
10. All quotations must commit to remaining open for at least 45 days.
11. The selected contractor will be responsible for paying all Tribal license fees and taxes, as well as permits that may be required, if any.
12. The successful individual or firm on this solicitation must comply with the Tribe's TERO Ordinance, including any licensing requirements. This includes, but is not limited to, paying a 2% TERO fee on the work to be performed. Tribal minimum wage rates shall apply. For a copy of the TERO Ordinance and more information, the Karuk Tribe TERO Director, should be contacted at (530) 493-1600 ext. 2030.
13. All bidders acknowledge that Karuk Tribal Sales Tax is 6% and will be paid for all materials purchased in conjunction with this contract and delivered to Karuk Tribal Trust Land. Contractor shall apply for and receive a California Seller's Permit (AKA: California 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 Housing Authority) on the Karuk Tribal Lands and prior to the installation of the materials by Contractor.
14. This solicitation does not commit KTHA to award a contract or to pay any costs incurred in the preparation of quotation or the procurements of supplies. KTHA reserves the right to reject any and all quotations or to re-solicit when it is deemed by KTHA to be in its best interest to do so.
15. If there are any questions, please contact **Brian Gonzalez at (530) 643-6177, bgonzalez@karuk.us** KTHA will let you know the decision of the award.

APPENDIX A
Karuk Tribe Housing Authority
Yreka Community Elder/Vacant Unit Landscaping and Ground Maintenance
Scope of Work

Contractor shall furnish all labor, tools, specialized equipment, materials, supplies, supervision and transportation to perform Landscaping and Ground Maintenance services on Elder and Vacant units in the Yreka KTHA Community as outlined below.

- 1) Lawn mowing for 15 Single Family Elder Homes and Elder Apartments (quantity will vary) at the following minimum frequency:
 - a. Weekly during the months of April, May, June, July, August, September and October; and
 - b. Bi-Weekly during the month of November with the final cut on or before November 15.
 - c. Additional mows, if necessary, will be at the rate identified on the Bid Schedule.
- 2) Lawn mowing / weed eating for Vacant Units Bi-Weekly from April through November.
- 3) Contractor is required to keep a log identifying the Address and service(s) provided. This must be attached to the invoice.
- 4) Contractor is responsible for removing all litter and debris before and after each mowing. Bagging is not required however care should be used to avoid blowing clippings on any of the porches, walkways, flowerbeds, sidewalks, driveways, streets and parking lots.
- 5) All areas around trees, shrubs, buildings, posts, fences, flowerbeds, sidewalks and curbs will be edged with lawn trimmers after each mow.
- 6) Contractor will be responsible for replacement of trees, shrubs or bushes damaged by inappropriate mowing or edging.
- 7) Contractor will promptly repair, at their cost, any damages to turf or vegetation.
- 8) Annual Spring and Fall Services as follows:
 - a. **SPRING:** Must be completed by May 1. Removal of any leaves leftover from Fall cut back, any winter growth on plants, shrubs and bushes. Rake and loosen compacted soil and mulch to allow new shoots & bulbs to push thru. Supply and Spread 3" (minimum) of fresh dark mulch. Clear beds, walkways, sidewalks and foundations of weeds, overgrown vegetation, leaves, branches and clutter. Seed damaged areas of yard. Edge all areas. Apply crabgrass, dandelion and other major weed inhibitors through the lawn. All debris from cleanup to be removed.
 - b. **FALL:** Must be completed by November 30. Clear out fallen leaves, litter & debris from lawns, beds, curbs and sidewalks. Trim shrubs and bushes. Trim any dead branches off trees that are within reach, without requiring specialty equipment. Cutback

perennials. Add fall lawn fertilizer with high phosphorus content to encourage root growth. All debris from cleanup to be removed.

- 9) Contractor will advise Maintenance Supervisor of the need for re-seeding or re-sodding any areas.
- 10) All turf areas inaccessible to mowing equipment will be trimmed prior to mowing as needed to maintain a neat, well-groomed appearance.
- 11) Contractor shall supply all herbicides, fertilizers, chemicals and the like for servicing the facilities that meet KTHA's approval.
- 12) Contractor shall not dump any debris into KTHA or Tenant trash receptacles.
- 13) The entrance drive, parking areas, sidewalks, curbs and other hard surfaces shall be kept free of leaves, litter and debris. The use of power blowers is acceptable, however, accumulations of debris must be removed from the site and not blown onto adjacent property, street surfaces, sewer drains, fence lines or planting areas.
- 14) Undesired vegetation in sidewalks, curbs, cracks and other hard surfaces will be maintained so there are no weeds growing in them. Contractor may apply an effective, safe, and environmentally friendly product to immediately kill all grass and weeds growing up through cracks and openings in sidewalks, curbs, roads, parking areas, walls, etc.
- 15) All grass in common areas shall be mowed to maintain a uniform height not to exceed 2 inches.
- 16) Trimmers shall be used in locations where mowers cannot reach vegetation.
- 17) Ruts, holes and other disfigurement of mowed areas caused by mowing equipment shall be the responsibility of the Contractor to repair to original condition.
- 18) Work shall be performed during the hours of 8am and 5pm, Monday through Friday, unless otherwise specified/approved by the KTHA due to uncontrollable weather conditions.
- 19) Work shall be in accordance with all applicable codes and industry standards.
- 20) Contractor shall supply all necessary data sheets and meet requirements to comply with applicable safety regulations.
- 21) Contractor shall be licensed, insured, and appropriately experienced to complete the work required.
- 22) All bids must include a TERO fee of 2% on the total bid amount and completed TERO Compliance Plan (Appendix D).

APPENDIX A
To Request for Lump Sum Fixed-Price Quotation

TRIBAL WAGE RATES

KARUK TRIBAL WAGE RATES	
Updated April 2011	
Position:	Rate:
CARPENTER	17.00
CEMENT MASON	16.00
ELECTRICIAN	18.00
LABORER	12.00
PAINTER	13.00
PLUMBER	18.00
ROOFER	14.00
SHEET METAL WORKER	18.00
BRIDGE BUILDER	17.00
PILE DRIVER	23.00
MILLWRIGHT	18.00
LINE CONSTRUCTION	22.00
COMMUNICATION SYS	18.00
HEAVY EQUIP OPERAT	16.00
IRON WORKERS	17.00
PLASTERER	16.00
BRICK TENDER	16.00
LANDSCAPE/GARDEN	12.00
DRYWALL FINISHER	16.00
GLAZIER	14.00
SOFT FLOOR LAYER	15.00
TRUCK DRIVER	13.00
TILE SETTER	15.00
BRICK LAYER	17.00

APPENDIX C
To Request for Lump Sum Fixed-Price Quotation
LUMP SUM FIXED PRICE QUOTATION

ITEM	PRICE
Elder Single-Family Unit Mowing, Cost PER UNIT	
Elder Apartment Mowing, Cost PER UNIT	
Vacant Unit Mowing, Cost PER UNIT	
Lawn Edging, Cost PER UNIT/SITE	
Annual Spring Cleanup, Cost PER UNIT	
Annual Fall Cleanup, Cost PER UNIT	
Sidewalk, curb, hard surface, Weed Removal	
Weed Treatment, PER SITE	
SUBTOTAL:	\$
TERO FEE (2% OF SUBTOTAL):	\$
TOTAL QUOTATION AMOUNT:	\$

Respectfully Submitted by,

Signature

Name/Title:

Firm:

Address:

License Number:

Phone Number:

APPENDIX D

To Request for Lump Sum Fixed-Price Quotation

**TRIBAL EMPLOYMENT RIGHTS OFFICE
COMPLIANCE PLAN FOR BIDDERS**

Bidder/Employer Name: _____

Mailing Address: _____

City, State and Zip Code: _____

Contact Person: _____ Phone Number: _____

E-mail: _____

Base Bid Without TERO:	\$	TERO Fee 2% of Base Bid:	\$	Total Bid Base + TERO:	\$
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THIS IS AN AGREEMENT BETWEEN THE KARUK TRIBE'S TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) AND _____, HEREINAFTER KNOWN AS "EMPLOYER" CONDUCTING COMMERCE AND EMPLOYMENT ACTIVITY WITHIN THE ANCESTRAL TERRITORY OF THE KARUK TRIBE.

- Employer shall provide the completed compliance plan with the submission of bid.
- Upon notification of the award, Employer shall contact the TERO Office within ten (10) days prior to any work to be performed.
- Employer shall contact the TERO Office and Contract/Project Manager immediately, in writing, advising of any contract or sub-contractor changes to obtain approval prior to working on the job site.
- Employer understands and agrees to comply with the requirements and procedures in the selection of contractors, sub-contractors, employees and recruitment of viable Indian applicants in accordance with the Karuk Tribe's Employment Rights Ordinance and the Karuk Tribe's Workforce Protection Act (WPA).

By signing below the Employer certifies the position information is true and correct and there have been no omissions in the completion of the labor force projections. Falsification of the information provided will result in sanctions, penalties, fines and/or debarment with the Karuk Tribe.

Employer Signature

Date

PRE-AWARD LABOR FORCE PROJECTION

Core Crew: Is defined as a member of a business, Contractor or Subcontractor's crew who is a regular employee and is in a supervisory or other key position such that the employer would face a serious financial loss if that position were filled by a person who had not previously worked for that employer.

All other positions will be filled by the TERO office unless sufficient justification can be made that they are not replaceable for the work that is to be done or unless TERO does not have an individual to refer.

List Core Crew (Full Name):	Job Title/ Years w/Company/Justification:

List Native American Contractors/Sub-contractors to be hired for this Project:

Contractor/Sub-contractor Contact Person, Phone # and E-mail:	Work to be Performed:

List Non-Native Contractor/Sub-contractors to be hired for this Project:

Contractor/Sub-contractor Contact Person, Phone # and E-mail:	Work to be Performed:

Open Positions: Employer agrees to hire 100% of all its open positions/Sub-contractors for this project through the TERO Skills Bank. If Employer is unable to hire 100% then company representatives will need to meet with the TERO Director. Failure to comply with this hiring requirement will result in sanctions and/or penalties.

Job Title/Sub-contractor Needed:	Skills Required:

Number of positions to be filled for this project: _____

Contact person/info for job referrals: _____

Date TERO referrals needed: _____ Job start date: _____

For Internal Use Only:

Contract Number #: _____ Project Manager: _____

TERO Office Approval _____ Date: _____

Comments: