

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:	June 27, 2025
General Description:	All necessary labor, materials, installation tools, fasteners, sealants and consumables to complete renovations on 12 apartment units in the Karuk Tribe Housing Authority community of Yreka, Siskiyou County, CA 96097 on Trust Land, as described further 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:	Yreka Phase II Apartment Renovations
Mandatory Site Visit:	To schedule an appointment contact Brian Gonzalez, at (530) 643-6177 or bgonzalez@karuk.us .
Submission:	Hand Submission: 635 Jacobs Way, Happy Camp, CA Mail Delivery: PO Box 1159, Happy Camp, CA 96039 Email: fwolfenden@karuk.us Fax: (530) 493-1416
Deadline:	Friday, July 11, 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 (\$250,000 or less per Activity)

Due Date: Friday, July 11, 2025, by 5:00pm

Mandatory Site Visit: By appointment, contact Project Manager, Brian Gonzalez

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

1. Proposal shall include all labor, materials, installation tools, fasteners, sealants and consumables to complete renovations on 12 apartment units in the Karuk Tribe Housing Authority community of Yreka, Siskiyou County, CA, 96097 on Trust Land, as described further in Scope of Work.
2. KTHA is requesting these quotations under its small purchase procedures. This is a less formal, simplified process which does not require sealed bids and will help us to expedite our selection. We will not accept quotations that are more than \$250,000 per Activity.
3. Quotations are invited from non-Indian as well as Indian-owned economic enterprises or organizations.
4. Quotations may be submitted by fax, email, mail, or hand delivery. All quotations must be submitted to KTHA in writing and can be emailed to fwolfenden@karuk.us, mailed or hand delivered to PO Box 1159, 635 Jacobs Way, Happy Camp, CA 96039 by **Friday, July 11, 2025 by 5:00pm**.
5. The Scope of Work is as set forth on Appendix A attached to this Solicitation. Anyone submitting a quotation for this work must visit the job site(s) to ascertain the nature and location of work and to satisfy itself as to the general and local conditions which can affect the work by attending a **mandatory site visit, to schedule an appointment contact Brian Gonzalez, at (530) 643-6177 or bgonzalez@karuk.us**.
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. 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, Yreka Maintenance Supervisor, (530) 643-6177, bgonzalez@karuk.us**. KTHA will let you know the decision of the award.

APPENDIX B
To Request for Lump Sum Fixed-Price Quotation

SCOPE OF WORK

Successful bid shall include all necessary labor, installation tools, fasteners, sealants, and consumables to complete renovations on 12 apartment units in the Karuk Tribe Housing Authority community of Yreka, CA 96097 on Tribal Trust Lands as follows:

Unit addresses are:

1320 B Kutchy Kawtch (2-bedroom)	1248 D Muh Chee Shee (2-bedroom)
1320 D Kutchy Kawtch (2-bedroom)	1230 C Thook (4-bedroom)
1331 C Ee Tucka Tucka Tee (2-bedroom)	1234 D Thook (2-bedroom)
1331 D Ee Tucka Tucka Tee (2-bedroom)	1242 B Thook (2-bedroom)
1251 A Puh Nay Fitch (2-bedroom)	1242 C Thook (2-bedroom)
1248 C Muh Chee Shee (4-bedroom)	1238 B Thook (4-bedroom)

1. **Successful bidder shall have 8 number of business days to complete each unit, with all units to be completed by October 24th.**
2. **Demolition, debris removal, and painting** will be completed by **KTHA**.
3. **KTHA will provide the following items:**
 - a) Toilets and hardware.
 - b) Kitchen and bathroom sinks and faucets.
 - c) Shower manifolds and fixtures.
 - d) ¼" and 3/8" subfloor/underlayment.
 - e) Vinyl Flooring (sheet vinyl in kitchens/baths, vinyl plank in remainder) and glue.
 - f) 3¼" MDF Colonial Baseboard and 4" rubber cove base.
 - g) Cabinets, countertops, trim, kick plates and countertop end caps.
 - h) Tub shower Combo kit.
 - i) Hood vents.
 - j) Paint for baseboards and touch up.
4. **Successful bidder will provide the following items:**
 - a) All plumbing supply and drain lines for kitchens and bathrooms.
 - b) All materials necessary to fully install shower and tub connections as outlined above.
 - c) Nails to install MDF colonial baseboards.
 - d) Glue to install 4" rubber cove base in kitchen and bathroom areas.
 - e) Caulking: White for kitchens/baths, Almond for the baseboards.
 - f) Staples and leveler for subflooring installation.
 - g) Drywall and drywall screws, mud and texture to match existing around shower/tub area.
 - h) Hardware for all cabinets, shower/tub and other applications necessary.
 - i) Any lumber necessary for installation of the shower/tub or other areas necessary.
 - j) All materials necessary for painting (brushes, trays, drop cloths, etc.).
5. **Successful bidder shall provide all labor, installation tools, fasteners, sealants, and consumables necessary** for the installation of **Tub Shower Combo kits** including:
 - a. Securely fastening the **tub/shower diverter**.
 - b. Installing finish trims and caulking.

- c. Patching drywall to match existing texture and paint (paint will be provided for each unit, it will be left in the pantry of the kitchen).
 - d. All installation materials are to be provided by bidder.
- 6. Successful **bidder shall provide all labor, installation tools, and materials and labor to prep floors as required** and install **vinyl flooring**, including:
 - a. Pre-painting the provided **3¼” MDF baseboard before installing.**
 - b. Installing all baseboards and rubber cove base in kitchens and bathrooms
 - c. **NO cutting will be allowed inside of the units.**
- 7. Successful **bidder shall provide all labor** to properly install the **provided cabinetry and countertops**, including:
 - a. Accurately cutting out sink holes in countertops.
 - b. Installing provided **sinks and plumbing fixtures** as required.
 - c. Testing all plumbing fixtures **prior** to final walk through with KTHA.
- 8. Successful **bidder shall provide all labor** to **THOROUGHLY clean, remove dust, debris, construction materials and prep** renovated areas to ensure unit is ready for Tenant Move-In.
- 9. **FINAL walk-through will be completed by Maintenance Supervisor, Brian Gonzalez.** Any items not completed as specified, to KTHA standards, must be **corrected within 5 business days.**
- 10. Successful bidder shall have appropriate license, certifications and insurance for the work to be performed.
- 11. All work shall be completed according to applicable building codes and regulations. No permits are required as this is Trust land.
- 12. Proposals shall be submitted by email, mail or hand delivery. All proposals must be submitted to KTHA in writing, emailed to fwolfenden@karuk.us, or mailed/hand delivered to PO Box 1159, 635, Jacobs Way, Happy Camp, CA, 96039 by **July 11th by 5pm.**
- 13. **A pre-bid site visit is required**, to schedule an appointment, contact Brian Gonzalez. Material specifications and unit sizes will be provided at this time.
- 14. All questions shall be directed to Brian Gonzalez at (530) 643-6177 or bgonzalez@karuk.us
- 15. All bids must include a TERO fee of 2% on the total bid amount and Tribal Sales Tax of 6% on all materials delivered to/installed on Trust land. Tribal Wage Rates (as attached) and Indian preference will apply.

APPENDIX C
To Request for Lump Sum Fixed-Price Quotation

BID SCHEDULE

ITEM	PRICE
Bathrooms:	
Kitchens:	
Flooring:	
Cleaning:	
Tribal Sales Tax (6% of materials delivered to/installed on Trust Lands):	\$
Subtotal:	\$
TERO Tax (2% of Subtotal):	\$
Total Bid Amount	\$

Respectfully Submitted by,

Signature: _____

Name/Title: _____

Firm: _____

Address: _____

License Number: _____

Phone Number: _____

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 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.

Laborer 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.

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: _____

For Internal Use Only:

Contract Number #: _____ Project Manager: _____

TERO Office Approval: _____ Date: _____

Comments: