
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

**Karuk Dental Clinic**

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Request for Proposals**25-RFP-013**

For More Information: Elaine Garcia, (530) 493-1620, elainegarcia@karuk.us

Proposal Deadline: Monday, March 3rd, 2025 no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for food service in support of the Spring 2025 Karuk Basketweavers Gathering to be held March 28-30, 2025.

The Gathering will be held in Happy Camp, California at the Karuk Administration Complex. The complex has a kitchen and gymnasium area that is used for dining. The Gymnasium will also be used for the Basketweavers Gathering activities. There are tables and chairs available. To ensure that guests are properly accommodated, and to assist with pre-project meal planning, participants will be required to pre-register, and will be given a name badge/meal ticket. Entry to meals will be strictly monitored by staff and volunteers.

To reduce trash and impact to our environment, please avoid Styrofoam containers, provide iced water in pitchers (to reduce use of plastic bottles), and be mindful of recycling when possible.

The selected individual will be responsible for:

1. Preparing Meals for the 2025 Basketweavers Gathering. The Gathering will be held on March 28, 29 & 30, 2025. The meals should be prepared and served by the times listed below.
2. Do all shopping, food preparation, facility preparation, and clean up as necessary for the completion of each meal.
3. Mileage will be paid at the currently approved rate for travel if shopping in communities outside of the primary residence of the selected individual.
4. Submit to a Tuberculosis test to be administered at a Karuk Tribal Clinic at no charge. Any individuals that will help with meal preparation must also have a Tuberculosis test completed and results submitted to the Human Resources Director.
5. Wear hairnets and gloves during food preparation and servicing. Any individuals that will help with meal preparation must also wear hairnets and gloves.

The Karuk Basketweavers Gathering seeks food preparation and related services for the meals and suggested menus listed below. In addition to food preparation, service should include all paper goods, cups, utensils, condiments, trash bags, removal of trash and spill clean-up in the eating area, set-up of tables/chairs, and overall clean-up of the dining area after each meal. List pricing according to the menus prescribed.

Food service will be on Saturday, March 29th and Sunday, March 30th.

Respondents must possess current Food Handler's Certificate.

Schedule/Menu/Number of Diners

Saturday Breakfast, March 29, 2025, 8:00 a.m.-9:00 a.m. 225 Diners

(Menu suggestion) Hot breakfast—scrambled eggs, bacon, hash browns
Cold cereal
Yogurt
Bagels/toast—butter, cream cheese, jam
Fresh fruit
Coffee, teas, orange juice, milk, pitchers of water

Saturday Lunch, March 29, 2025, 12:00 p.m.-1:30 p.m. 225 Diners

(Menu suggestion) Build your own sandwiches—lunchmeats, cheeses, breads, condiments
Homemade soup (like Clam Chowder)
Chips and potato salads
Fresh fruit
Coffee, teas, lemonade, iced tea, pitchers of water

Saturday Dinner, March 29, 2020, 6:00 p.m.-7:30 p.m. 225 Diners

(Menu suggestion) Chicken
Pasta or Rice
Salad Bar—variety of lettuce, assorted vegetables and toppings, assorted salad dressings
Garlic French bread
Dessert—carrot cake & ice cream
Coffee, teas, iced tea, lemonade, pitchers of water

Sunday Breakfast, March 30, 2020, 8:00 a.m.-9:00 a.m. 150 Diners

(Menu suggestion) Hot breakfast—scrambled eggs, pancakes, sausage
Cold cereal
Yogurt
Bagels/toast—butter, cream cheese, jam
Fresh fruit
Coffee, teas, orange juice, milk, pitchers of water

Sunday Lunch, March 30, 2020, 12:00 p.m.-1:30 p.m. 50 Diners

(Menu suggestion) Build your own sandwiches—lunchmeats, cheeses, breads, condiments
Homemade soup (like Clam Chowder)
Chips and potato salads
Fresh fruit
Coffee, teas, lemonade, iced tea, pitchers of water

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant food service history and Food Handler's Certificate.
- 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 price page. Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by Monday, March 3rd, 2025 no later than 5:00 p.m. (Pacific Standard Time)

Emma Lee Perez, Contract Compliance Specialist
Karuk Tribe – Administration Office
64236 Second Avenue
P.O. Box 1016
Happy Camp, CA 96039
Faxes will be NOT be accepted
Emails will be accepted at: rfpresponse@karuk.us

Price Page for 25-RFP-013:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each meal:

- Saturday, March 29th—Breakfast: _____
- Saturday, March 29th —Lunch: _____
- Saturday, March 29th —Dinner: _____
- Sunday, March 30th—Breakfast: _____
- Sunday, March 30th —Lunch: _____

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

List up to three references with phone numbers below:

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

Other Comments, including Food Handler’s Certificate Number:

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 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 25-RFP-013:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Lump sum amount requested to be compensated for: _____

Provide hourly rates:

Provide travel expense rates:

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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