

Karuk Community Health Clinic
64109 Hillside Road
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Karuk Dental Clinic
64100 Hillside Road
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-1650
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-014**

For More Information: Ellen Johnson, 530-493-1600, ejohnson@karuk.us
Proposal Deadline: February 28th, 2025, no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe is seeking proposals from qualified individuals or firms to provide property management services for the Klamath River R.V. Park located at 110 Nugget Street, Happy Camp, CA 96039. The selected contractor will be responsible for the daily operations, maintenance, and tenant management of the RV park to ensure a safe, clean, and welcoming environment for all guests and residents.

Scope of Work:

The selected contractor will be responsible for the following tasks:

Property Management Services:

- Perform all property management services necessary to safely and efficiently operate the RV park.
- Review and process rental applications and agreements.
- Handle monthly tenant billing and rental collections.
- Monitor tenant compliance with rental agreements, park policies, rules, and regulations.
- Check guests in and out of the park and manage telephone reservations.
- Address complaints and concerns from tenants
- Initiate and file eviction proceedings as necessary, in compliance with all applicable laws and regulations.

Facility Maintenance:

- Conduct basic facility maintenance, including but not limited to electrical, plumbing, appliances, and carpentry repairs.
- Maintenance of bathrooms and laundry facility.
- Perform all landscaping necessary to maintain the property, including mowing, trimming, and general upkeep of grounds.
- Regularly inspect grounds and facilities for maintenance and safety concerns.

- Operate and maintain all equipment necessary to maintain grounds, units, and property.

Equipment and Inventory Management:

- Use the provided workshop and storage space for equipment and tools.
- Maintain an inventory of all tools and equipment used.
- Ensure all equipment remains in good working order through regular maintenance and servicing.

Contract Terms & Compensation:

- Compensation will be negotiated based on experience and qualifications.
- The contractor is expected to comply with all applicable local, state, and federal regulations while performing services.

Proposal Requirements:

Interested contractors should submit a proposal including the following:

1. **Cover Letter** – A brief introduction summarizing experience and qualifications.
2. **Experience & Qualifications** – A description of relevant experience managing RV parks, property management, maintenance, and customer service.
3. **References** – At least three references from previous clients/employers.
4. **Fee Proposal** – Proposed pricing structure, including any anticipated additional costs.
5. **Availability** – Proposed start date and any scheduling considerations.

Responses must be hand, mail, or email delivered by February 28th, 2025 no later than 5:00 p.m. (Pacific Standard Time) to:

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

Price Page for 25-RFP-014:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Total not to exceed amount: _____

Provide rate schedule:

List up to three references with phone numbers below:

1) _____

2) _____

3) _____

Other Comments:

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).