
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-018**

For More Information: Ray Elliot, (530) 841-3141, ext. 6304, ray@karuk.us

Proposal Deadline: Monday, March 31st, 2025 no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work from a Contractor custodian to clean the Office buildings at 1515 South Oregon St. Yreka CA 96097. Monday through Friday. Buildings are 3,000 square feet.

In general, the respondent should have demonstrated experience in cleaning large facilities with multiple rooms.

Scope of Services to be Provided in all areas of the clinic including kitchen/break room & conference room:

1. Dusting/cobwebs of all rooms/windows/desks/computers
2. Disinfect hard all surfaces
3. Empty Trash/Replace Liners/ take to dumpster/ Cardboard to recycling dumpster daily
4. Empty paper shredders daily
5. Vacuum
6. Clean windows
7. Sweep & Mop floors daily
8. Stock Paper products and soap
9. Kitchen wiped down and clean
10. Lobby furniture wiped down with disinfected wipes, Swept and mopped
11. Sinks to be scrubbed daily
12. All doors, Door jams, Door knobs cleaned and disinfected daily
13. Air vents dusted weekly
14. Dental rooms mop, mirrors and sinks

15. Medical exam rooms clean sinks, chairs, floors and wipe down all hard surfaces
16. Lab empty trash; clean sink, wipe down hard surfaces, weep and mop
17. Restrooms; clean & sanitize toilets, doors, sinks, fixtures & mirrors. Empty trash receptacles. Sweep, mop & sanitize bathroom floors.

Responses must be hand, mail, or email delivered by Monday, March 31st, 2025 no later than 5:00 p.m. (Pacific Standard Time) to:

Emma Lee Perez
Director of Compliance
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

PROPOSAL SUBMITTAL INSTRUCTIONS

Proposals must include:

1. A cover letter/statement of qualifications identifying relevant experience and the results/benefits achieved. (Maximum two (2) pages).
2. A proposed project approach for the scope of work described above, including elaboration of any additional detail and approach that will be used to handle the project. (Maximum three (3) pages).
3. Provide a breakdown of billing rates and final actual direct travel expenses reasonably incurred in the performance of contractual tasks will be reimbursable in accordance with Tribal policy. (Maximum one (1) page).
4. Names and telephone numbers of three (3) professional references noting the description of services including reference project and project outcomes with each reference. (Maximum one (1) page)

SUBMISSION EVALUATION CRITERIA:

1. Completeness of the proposal and responsiveness to the RFP.
2. Demonstrated skills and credentials of the submitter.
3. Relevant experience and capacity to work collaboratively.
4. A clearly defined approach to performing the scope of work

Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) and/or Indian Preference Act of 1934 (Title 25, USC, Section 47), 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.