

---

**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****26-RFP-010**

**For More Information:** Alice Lincoln-Cook, (514) 294-7646, [alice.lincolncook@gmail.com](mailto:alice.lincolncook@gmail.com)  
**Proposal Deadline:** Friday, March 6th, 2026 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 2026 Karuk Basketweavers Gathering to be held March 27-29, 2026.

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 2026 Basketweavers Gathering. The Gathering will be held on March 27, 28, and 29, 2026. 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 28<sup>th</sup> and Sunday, March 29<sup>th</sup>.

Respondents must possess current Food Handler's Certificate.

### **Schedule/Menu/Number of Diners**

#### ***Saturday Breakfast, March 28, 2026, 8:00 a.m.-9:00 a.m. 225 Diners***

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

#### ***Saturday Lunch, March 28, 2026, 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 28, 2026, 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 29, 2026, 8:00 a.m.-9:00 a.m. 150 Diners***

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

#### ***Sunday Lunch, March 29, 2026, 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 Friday, March 6th, 2026 no later than 5:00 p.m. (Pacific Standard Time)**

Jacob Lantz  
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: [jelantz@karuk.us](mailto:jelantz@karuk.us)

**Price Page for 26-RFP-010:**

**Proposal Submitted by:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Amount requested to be compensated for each meal:**

- Saturday, March 28<sup>th</sup>—Breakfast: \_\_\_\_\_
- Saturday, March 28<sup>th</sup> —Lunch: \_\_\_\_\_
- Saturday, March 28<sup>th</sup> —Dinner: \_\_\_\_\_
- Sunday, March 29<sup>th</sup>—Breakfast: \_\_\_\_\_
- Sunday, March 29<sup>th</sup> —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 26-RFP-010:**

**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:**

---

---

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.