
Karuk Community Health Clinic

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

**Administrative Office**

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

Karuk Dental Clinic

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

Request for Proposals 26-RFP-019

For More Information: Brionna Gonzales, Education Director, (530) 842-1644 ext. 7035, bcgonzales@kaurk.us
Proposal Deadline: May 29, 2026 no later than 5:00 PM (Pacific Standard Time)

The Karuk Tribe is requesting proposals from qualified individuals or vendors to provide meal preparation services for the 2026 Culture Camp. Services will include the preparation of 5 breakfasts, 5 lunches, 5 dinners, and daily snacks and beverages for youth and staff.

The event will take place July 6–10, 2026 in Happy Camp, California.

This program includes daily structured activities, including off-site field experiences. As part of these activities, the selected contractor will be required to prepare and ensure sack lunches are completed, packed, and ready for designated participants no later than 9:00 AM each day to support timely transportation and off-site programming needs. Remaining participants will receive on-site lunch service at approximately 12:00 PM.

The selected contractor must be able to operate in coordination with program staff to ensure meal timing aligns with daily schedules, including off-site departures, and that all meals are prepared in a manner that supports safe transport, dietary accommodations, and efficient distribution.

The selected individual will be responsible for:

1. The preparation of breakfast for the youth and staff attending the **2026 Culture Camp** which will take place at the Klamath River Resort Inn in Happy Camp, California. Breakfast will be prepared and ready to serve at 8:30 a.m., sack lunches at 9:00 a.m., on-site lunches at 12 p.m., and dinner at 5:30 p.m.
2. The purveying of all food to be utilized for meals and either the transportation of meals to the Klamath River Resort Inn or the ability to prepare and execute meals on site while maintaining California Food Handling Regulations of proper sanitation and food temperatures.
3. A kitchen in which to prepare meals and store food or the proper equipment to prepare, store and serve meals on site at the Klamath River Resort Inn (food truck, barbeque pit, propane stove, etc.).
4. The ability to create balanced meals with ingredients of the highest quality that are preferably locally sourced and will accommodate specific dietary restrictions and preferences for up to 200 people for each meal period.
5. Adhere to the Karuk Tribe Food Policy
6. Prepare meals within the submitted food budget. The cost per meal is inclusive of service wear and or any other packaging.
7. Devise meals that are easy to distribute using a minimum of environmentally friendly containers and service wear.
8. Possess a valid California Food Handlers Card.
9. Submit to a Tuberculosis test to be administered at a Karuk Tribal Clinic at no charge. Any individuals who will help with food preparation must also have a Tuberculosis test completed with results submitted to the Human Resources Manager.

Responses to this Request for Proposals MUST include the following:

1. A statement of qualifications, including relevant experience in meal preparation and similar work completed.
2. A proposed menu for each of the 5 breakfasts, 5 lunches, 5 dinners, and snacks with specific names of vendors. The menu should be as detailed as possible with a proposed budget and food cost per meal.
3. A plan of execution for preparing, transporting and serving meals with kitchen location or on site (Klamath River Resort Inn) specifics.
4. Copy of a valid California Food Handlers Card.
5. A rate of compensation and meal cost that is proposed either through a flat rate per specific meal period or based on an hourly rate with forecasted hours for the completion of the job in its entirety for the following range of meals:
 - 1) up to 50 meals
 - 2) 51 to 100 meals
 - 3) 101 to 150 meals
 - 4) 151 to 200 meals

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Responses must be hand, mail, or email delivered by June 20, 2025 no later than 5:00 pm (Pacific Standard Time) to:

Gerald Machen, Chief Financial Officer, 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

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-019 Proposal Submitted by:

Name: _____ Phone Number: _____

E-mail: _____ Fax Number: _____

Flat Rate requested to be compensated for each meal.

- Breakfast (5 days- July 6 – 10, 2026):
 - 1) up to 50 meals _____ (food cost per person) _____ (labor cost per person)
 - 2) 51 to 100 meals _____ (food cost per person) _____ (labor cost per person)
 - 3) 101 to 150 meals _____ (food cost per person) _____ (labor cost per person)
 - 4) 151 to 200 meals _____ (food cost per person) _____ (labor cost per person)

- Lunch (5 days- July 6 – 10, 2026):
 - 1) up to 50 meals _____ (food cost per person) _____ (labor cost per person)
 - 2) 51 to 100 meals _____ (food cost per person) _____ (labor cost per person)
 - 3) 101 to 150 meals _____ (food cost per person) _____ (labor cost per person)
 - 4) 150 to 200 meals _____ (food cost per person) _____ (labor cost per person)

- Lunch (5 days- July 6 – 10, 2026):
 - 5) up to 50 meals _____ (food cost per person) _____ (labor cost per person)
 - 6) 51 to 100 meals _____ (food cost per person) _____ (labor cost per person)
 - 7) 101 to 150 meals _____ (food cost per person) _____ (labor cost per person)
 - 8) 150 to 200 meals _____ (food cost per person) _____ (labor cost per person)

- Daily Snacks (5 days- July 6 – 10, 2026):
 - 1) up to 50 meals _____ (food cost per person) _____ (labor cost per person)
 - 2) 51 to 100 meals _____ (food cost per person) _____ (labor cost per person)
 - 3) 101 to 150 meals _____ (food cost per person) _____ (labor cost per person)
 - 4) 151 to 200 meals _____ (food cost per person) _____ (labor cost per person)

Please Attach the Following:

- **Proposed Detailed Menu (include each meal)**
- **Plan of Execution**
- **List previous catering services for events/functions**

List up to three references with phone numbers below:

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