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**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

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**Request for Proposals****26-RFP-021**

**For More Information:** Amy Lantz, 530-842-9200, ext. 6310, [alantz@karuk.us](mailto:alantz@karuk.us)  
with Karuk Human Services.

**Proposal Deadline:** May 29<sup>th</sup>, 2026 no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work from a Contractor for Janitorial Services to clean the Office building at 1515 South Oregon St. Ste C Yreka ca 96097. Monday through Friday. The Building is 3,400.00 square feet.

In general, the respondent should have demonstrated experience in cleaning large facilities with multiple rooms. Due to the volume of participants all spaces should be thoroughly cleaned and surfaces should be sanitized daily. Karuk Human Services operating hours are between 8am and 5pm Monday through Friday. Janitorial services should be done after hours between 5pm-9pm Monday through Friday.

**Scope of Services to be Provided in all areas of the clinic including kitchen/break room & conference room:****1. Conference Room**

- a) Clean all interior windows weekly
- b) Empty trash and replace liners daily
- c) Sweep & mop floors daily
- d) Disinfect all hard surfaces daily
- e) Dust cobwebs and air vents weekly
- f) Seating wiped down with disinfectant daily
- g) All doors, door jams, door knobs cleaned and disinfected daily
- h) Baseboards disinfected monthly unless clearly soiled
- i) Tv should be dusted weekly

**2. Lobby/waiting room**

- a) Clean all interior windows daily
- b) Empty trash and replace liners daily
- c) Sweep and mop entry floors daily
- d) Disinfect all surfaces daily
- e) Dust cobwebs and air vents weekly
- f) Seating wiped down with disinfectant daily
- g) All doors, door jams, door knobs cleaned and disinfected daily
- h) Vacuum daily
- i) Baseboards disinfected monthly unless clearly soiled

**3. Restrooms (3)**

- a) Empty trash and replace liners daily
- b) Clean toilets with disinfectant daily including but not limited to the back, bowl, seat, and base

- c) Mirrors cleaned daily
- d) Sinks and Surfaces cleaned with disinfectant daily
- e) Stock Paper products and soap when needed
- f) Sweep & mop floors daily
- g) Walls and baseboards should be done weekly or when clearly soiled
- h) Fixtures wiped down daily

**4. Hallways**

- a) Vacuum daily
- b) Baseboards disinfected weekly
- c) Hard surfaces disinfected daily

**5. Group room**

- a) Clean all interior windows weekly
- b) Empty trash and replace liners daily
- c) Sweep & mop floors daily
- d) Disinfect all surfaces daily
- e) Dust cobwebs and air vents weekly
- f) Seating wiped down with disinfectant daily
- g) All doors, door jams, door knobs cleaned and disinfected daily
- h) Baseboards disinfected weekly

**6. Breakroom/kitchen**

- a) Vacuum daily
- b) Wipe down all hard surfaces and sink with disinfectant daily

**7. All other General areas**

- a) Light switches disinfected daily
- b) Push bars and entrance and exit door handles disinfected daily
- c) Fire extinguishers and fire pull stations dusted weekly.

**Responses must be hand, mail, or email delivered by Monday, May 29th, 2026 no later than 5:00 p.m. (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](mailto: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.**