
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

**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-035**

For More Information: Tim Hayden, (530) 627-3446 ext. 3027, or 707-951-0155, thayden@karuk.us

Proposal Deadline: September 30, 2026 no later than 5 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for execution of property management services for rental units located in Siskiyou County CA. Specifically, the Karuk Tribe is seeking comprehensive property management services for two apartments located at 206 4th Street, Yreka CA. 96097. Property management services will include all required property management services in accordance with the Karuk Tribe's Indigenous Stewardship Workforce Housing policy. Selected contractor will also be responsible for rental/lease application processing, periodic inspection of rental units, and required maintenance and repairs of rental units as needed. In addition, contractor will be responsible for execution of all terms of rental/lease agreements with tenants, including final inspections and cleaning deposit refunds, dispute resolution with tenants; and if needed, eviction court filings, completion of subsequent court proceedings, and removal of tenant from the premises.

SCOPE OF WORK The selected contractor will be responsible for the following tasks:

Property Management Services

1. Perform all property management services necessary to safely and efficiently manage rental apartment and/or single-family homes part of the Karuk Tribe Indigenous Stewardship Workforce Housing Program.
2. Review and process rental applications and agreements.
3. Handle monthly tenant billing and rental collections.
4. Address complaints and concerns from rental/lease tenants.
5. Initiate and file eviction proceedings as necessary, in compliance with all applicable laws and regulations.
6. Actively maintain and enforce Karuk Tribe ISWHP policy throughout the property. The contractor is responsible for conducting regular site inspections, documenting observed violations of policy terms or rental agreements, issuing written notices of violation to tenants, and following up to ensure corrective action is taken. A written log of all violations cited and actions taken shall be

Page 1 of 4

Karuk Tribe – Request for Proposals – 26-RFP-035

Updated July 24th, 2014

This amended version supersedes all previous versions.



maintained and made available to the Karuk Tribe upon request.

Facility Maintenance

1. Conduct basic facility maintenance, including but not limited to electrical, plumbing, appliances, and carpentry repairs.
2. Perform landscaping necessary to maintain the property, including mowing, trimming, and general upkeep of grounds.
3. Regularly inspect grounds and facilities for maintenance and safety concerns.
4. Operate and maintain all equipment necessary to maintain grounds, units, and property.

Notices and Official Communications

The contractor shall be responsible for issuing, delivering, and documenting all official notices and communications to tenants in accordance with applicable law and Karuk Tribe policy. The following notice types shall be administered by the selected contractor.

- A. Late Notices — Issue written notice to any tenant whose rent payment has not been received by the due date specified in the rental agreement. Notices must include the amount owed, the date by which payment is required, and consequences for non-payment.
- B. Property Disturbance Notices — Issue written notice when a tenant, guest, or household member is observed creating a disturbance, engaging in excessive noise, or otherwise disrupting the peaceful enjoyment of other tenants. Notices shall document the date, time, nature of the disturbance, and required corrective action.
- C. Required Clean-Up Notices — Issue written notice when a tenant's unit, unit exterior, or surrounding area does not meet reasonable cleanliness or appearance standards. The notice shall specify the nature of the violation, the required corrective action, and the deadline by which the clean-up must be completed.
- D. General Official Communications — All other formal communications related to lease terms, rule amendments, entry notices, safety concerns, or tribal directives shall be delivered in writing and documented in the tenant's file. The contractor shall retain copies of all notices issued and provide a summary report to the Karuk Department of Natural resources on a schedule to be agreed upon at contract execution.

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

**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

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant curriculum development and history.
- 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.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, fax, or email delivered by September 30, 2026 no later than 5 p.m. (Pacific Standard Time) to:

Tina Goodwin-Patterson, Director of Grants and Compliance
Karuk Tribe – Administration Office
64236 Second Avenue
P.O. Box 1016
Happy Camp, CA 96039
Faxes will be accepted at: (530) 493-2342
Emails will be accepted at: rfpresource@karuk.us

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.

Price Page for 26-RFP-036:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount/rate requested to be compensated for contract:

- Contract Bid: _____

List previous experience providing similar contractor services below:

List up to three references with phone numbers below:

1) _____

2) _____

3) _____

Other Comments:
