

# WELCOME

---

## KETCHIKAN DOCK BOOTH SALES VENDOR PROGRAM INFORMATION SESSION

TUESDAY, JANUARY 16

# SESSION AGENDA – 60 MINS

---

- Welcome & introductions
- Purpose of dock vendor lease program
- Program history
- Eligibility requirements
- Tell me about the booths
- New for 2024
- Timeline for bid process
- New for 2025
- Questions/Wrap-up

- 
- ✓ Be here – please silence electronics, step out if necessary
  - ✓ Speak one at a time
  - ✓ Speak to this topic only – if you go off topic you will be asked to stop
  - ✓ Be respectful – no criticizing others
  - ✓ Offer specifics – say more than “this is good” or “this is bad”
  - ✓ Keep comments concise to allow everyone to participate



# PURPOSE OF THE DOCK VENDOR PROGRAM

---

*The goal of the Ketchikan Port Dock Vendor Lease Program is to provide an opportunity for local independent tour operators to reach potential customers as they disembark cruise ships.*





# PROGRAM & HISTORY

*Captured from a memo dated 24 February 2023 by Darryl Verfaillie, Ports & Harbors Director*

---

- Pre-1992: vendors located on Port and in space leased from local shop owners.
- 1992: concessions operated under permit from KGB planning & zoning commission.
- 1996: City ordinance passed that established up to 6 vending locations plus 2 food sale locations.
- 2004: City ordinance established fines & penalties for dock lease violations.
- 2010: KGB ordinance defined rules of signage, equipment & type of business.
- 2011: City ordinance restricts lease holder to be local companies.
- 2013: City ordinance begins sealed bid process; 6 wooden booths replaced with aluminum units.

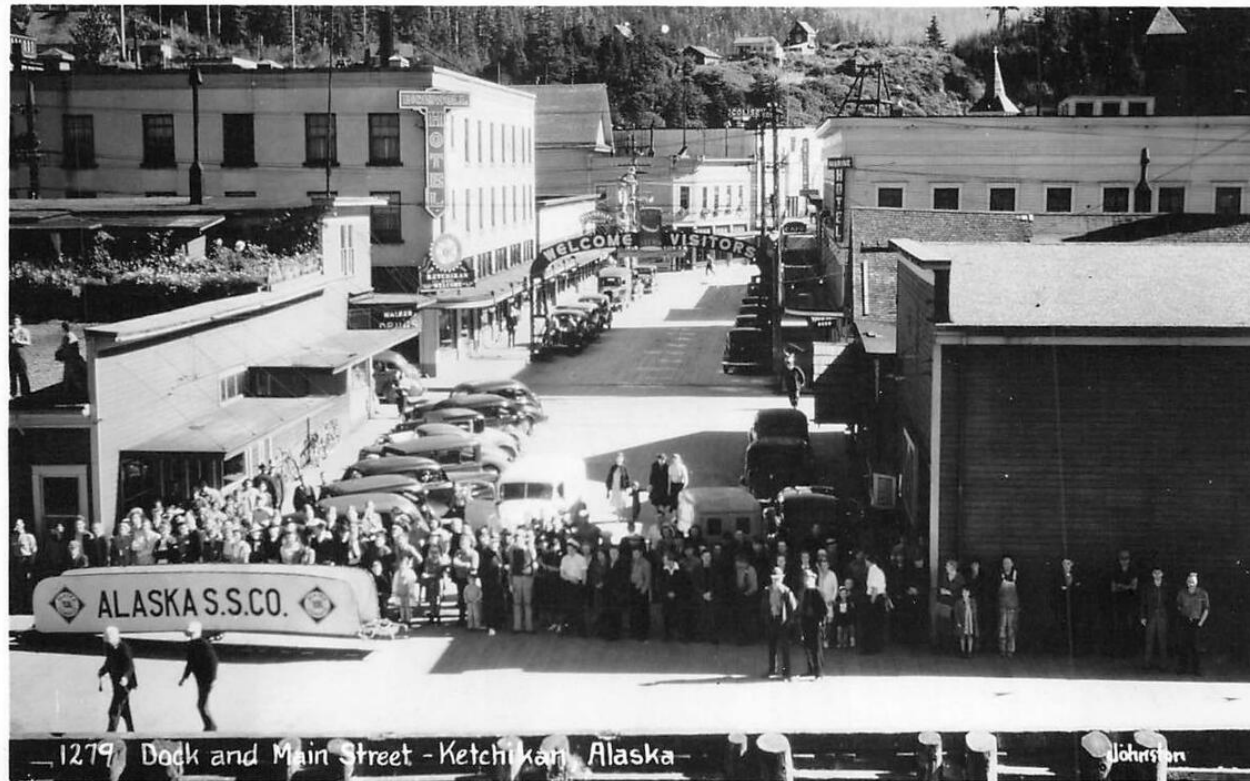
# ELIGIBILITY REQUIREMENTS

---



- a) Business must hold a current Alaska business license
- b) Maintain a place of business under the name on the Alaska business license within the boundaries of the Ketchikan Gateway Borough (KGB)
- c) Maintain a year-round mailing address within the KGB
- d) Designate a single person to be the primary contact for the lease

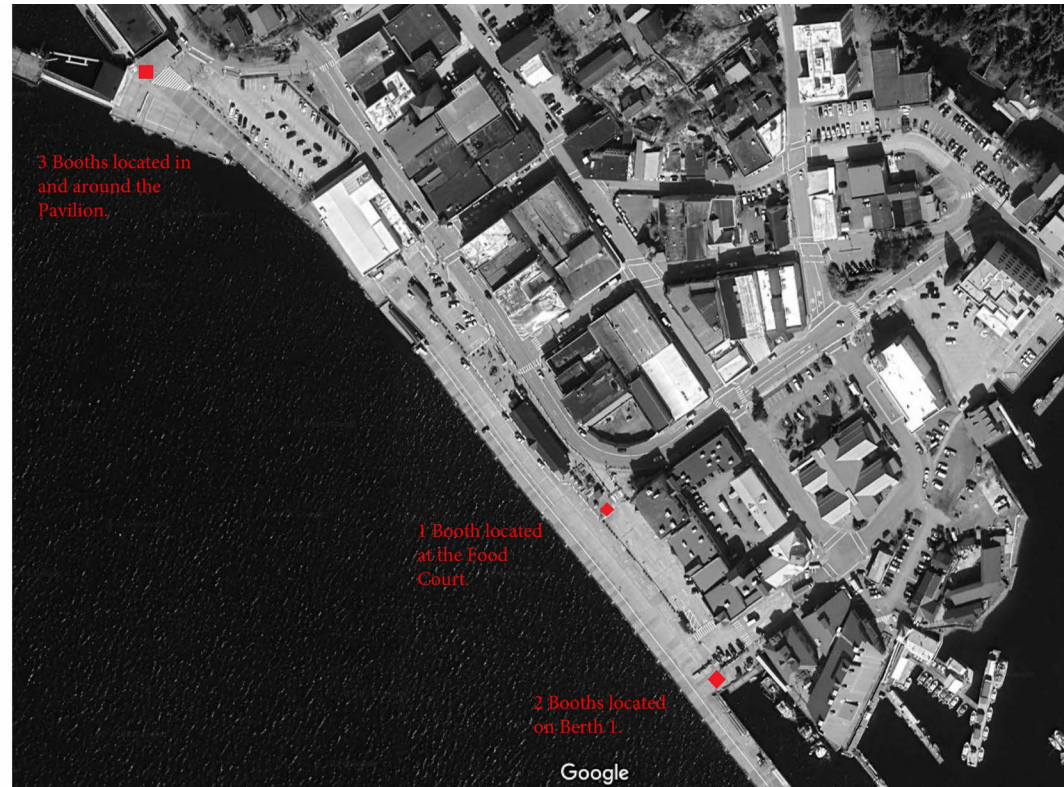
# TELL ME ABOUT THE BOOTHS





# 2024 BOOTH LOCATIONS

---







**BERTH 1**



**BERTH 2**



**BERTH 3**

# NEW FOR 2024

---

- ✓ \$30,000 minimum season bid
- ✓ Vendors may advertise all tours sold at booth
- ✓ First ship April 11 at Ward Cove – to be open 1<sup>st</sup>  
payment BEFORE April 11
- ✓ Rotating contracts – 2 leases each for 3 yrs, 2 yrs, 1 yr

# ✓ Updated lease cancellation policies

## Section 11: Early termination & suspension of use

---

#3 Should the DOCK VENDOR choose to terminate a multiyear lease after October 31 of any given year of the terms of the lease without penalty, the DOCK VENDOR will notify the CITY in writing by January 1. Notification of lease termination between January 2 and the due date of first installment payment for that year will cause a penalty equal to one full installment payment due upon abandonment of the lease.

#4 Should the DOCK VENDOR terminate a lease between April 15 and October 1, the Dock Vendor shall remain liable for the full installment payment due in the month of cancellation.



# NEW FOR 2024 CONTRACT ROTATION OPTIONS FOR YOUR FEEDBACK

---

✓ Start 3-year bid rotation process

	3-year rotation (2 yr drop in)								
Lease #	2024	2025	2026	2027	2028	2029	2030	2031	2032
1									
2									
3									
4									
5									
6									
	2024	2025	2026	2027	2028	2029	2030		

# NEW FOR 2024

✓ Start 3-year bid rotation process

	3-year rotation (immediate drop in)								
Lease #	2024	2025	2026	2027	2028	2029	2030	2031	2032
1									
2									
3									
4									
5									
6									
	2024	2025	2026	2027	2028	2029	2030		

# NEW FOR 2024

✓ Start 3-year bid rotation process

	3-2-1 year rotation								
Lease #	2024	2025	2026	2027	2028	2029	2030	2031	2032
1									
2									
3									
4									
5									
6									
	2024	2025	2026	2027	2028	2029	2030		



# NEW FOR 2024

✓ Start 3-year bid rotation process

	3-1 year rotation								
Lease #	2024	2025	2026	2027	2028	2029	2030	2031	2032
1									
2									
3									
4									
5									
6									
	2024	2025	2026	2027	2028	2029	2030		

# NEW FOR 2024

✓ Start 3-year bid rotation process

3-year rotation (2 yr drop in)									
Lease #	2024	2025	2026	2027	2028	2029	2030	2031	2032
1									
2									
3									
4									
5									
6									
	2024	2025	2026	2027	2028	2029	2030		

3-2-1 year rotation									
Lease #	2024	2025	2026	2027	2028	2029	2030	2031	2032
1									
2									
3									
4									
5									
6									
	2024	2025	2026	2027	2028	2029	2030		

3-year rotation (immediate drop in)									
Lease #	2024	2025	2026	2027	2028	2029	2030	2031	2032
1									
2									
3									
4									
5									
6									
	2024	2025	2026	2027	2028	2029	2030		

3-1 year rotation									
Lease #	2024	2025	2026	2027	2028	2029	2030	2031	2032
1									
2									
3									
4									
5									
6									
	2024	2025	2026	2027	2028	2029	2030		

# NEW FOR 2025

---

✓ Earlier bid process

Plan to complete bid process by end of January 2025



# BID PROCESS TIME LINE

---

- **Monday, Jan. 29** - bid packets available
  - Pick-up in person at Clerk's Office
  - Apply online at [Ketchikan.gov/bids](http://Ketchikan.gov/bids)
- **Thursday, February 22** at 10:15 am bids due to Clerk's Office
- **Friday, February 23** - bids open & intent to award letters sent to bidders
- **Thursday, March 7** - bids presented to City Council for approval
- **Monday, April 1** - lease packets due to Clerk's Office
- **Wednesday, April 10** – leaseholder meeting
- **Monday, April 15** – first lease installment payment due to the Port

## IMPORTANT NOTE

1<sup>st</sup> ship is April 11 at  
Ward Cove –  
leaseholders who wish  
to use booth starting  
this day **MUST** pay first  
lease installment by  
April 10

# BID PROCESS – NEW!

With multi-year contracts there will be multiple bid options

**BID PROPOSAL FOR A THREE (3) YEAR LEASE**

TO:      **The City of Ketchikan, Alaska, herein called the City:**

Pursuant to and in compliance with your Notice to Businesses Inviting Bids, Information For Bidders, Agreement and the other Contract Documents relating thereto, the undersigned Bidder, being fully familiarized with all the terms of all the Contract Documents and with the project site and local conditions and costs affecting the performance as called for in the Contract Documents, hereby proposed and agrees to perform, within the time and in the manner stipulated, all in strict conformity with the Contract Documents, including addenda for the following project:

**2024 PORT DOCK VENDOR LEASE PROGRAM, Contract No. 24-04**

**The minimum/starting bid is \$30,000 (Thirty thousand dollars) for the seasonal lease term.** The bid amount shall be the total amount of seasonal rent for the period of April 15, 2024 through October 31, 2024; April 15, 2025 through October 31, 2025, and April 15, 2026 through October 31, 2026. This seasonal rent amount will be divided into five equal installments. Those installments shall be due the CITY on April 15, June 1, July 1, August 1 and September 1 of each year. The bid amount shall include everything necessary for the fulfillment of the Agreement. In the event of a difference between a price quoted in words and a price quoted in figures for the same quotation, the words shall be the amount bid.

For an amount computed on a seasonal basis:

SEASONAL AMOUNT (in words) \_\_\_\_\_  
(figure) \$ \_\_\_\_\_

1. **Award of Contract.** The City shall have the right to reject this bid proposal and such proposal shall remain open and may not be withdrawn for a period of sixty (60) days after the date prescribed for its opening.
2. **Execution of Contract.** It is understood and agreed that if written notice of the acceptance of this proposal and award of the Contract is mailed, telefaxed or delivered to the undersigned Bidder within ten (10) days after the opening of the proposal, or at any time thereafter before it is withdrawn in writing, the undersigned Bidder will execute and deliver the Agreement in the form set forth in the Contract Documents to the City in accordance with the proposal as accepted, and will also furnish and deliver to the Certificate of Insurance and policies of insurance and any other documents or bonds called for in the Contract Documents, all within ten (10) days after notice of acceptance and award of the Contract is given. Failure of the undersigned Bidder to meet the requirements of this paragraph shall result in its bid being deemed withdrawn and the City may award the Agreement to the next highest qualified Bidder.

**BID PROPOSAL FOR A TWO (2) YEAR LEASE**

TO:      **The City of Ketchikan, Alaska, herein called the City:**

Pursuant to and in compliance with your Notice to Businesses Inviting Bids, Information For Bidders, Agreement and the other Contract Documents relating thereto, the undersigned Bidder, being fully familiarized with all the terms of all the Contract Documents and with the project site and local conditions and costs affecting the performance as called for in the Contract Documents, hereby proposed and agrees to perform, within the time and in the manner stipulated, all in strict conformity with the Contract Documents, including addenda for the following project:

**2024 PORT DOCK VENDOR LEASE PROGRAM, Contract No. 24-04**

**The minimum/starting bid is \$30,000 (Thirty thousand dollars) for the seasonal lease term.** The bid amount shall be the total amount of seasonal rent for the period of April 15, 2024 through October 31, 2024; and April 15, 2025 through October 31, 2025. This seasonal rent amount will be divided into five equal installments. Those installments shall be due the CITY on April 15, June 1, July 1, August 1 and September 1 of each year. The bid amount shall include everything necessary for the fulfillment of the Agreement. In the event of a difference between a price quoted in words and a price quoted in figures for the same quotation, the words shall be the amount bid.

For an amount computed on a seasonal basis:

SEASONAL AMOUNT (in words) \_\_\_\_\_  
(figure) \$ \_\_\_\_\_

7. **Award of Contract.** The City shall have the right to reject this bid proposal and such proposal shall remain open and may not be withdrawn for a period of sixty (60) days after the date prescribed for its opening.
8. **Execution of Contract.** It is understood and agreed that if written notice of the acceptance of this proposal and award of the Contract is mailed, telefaxed or delivered to the undersigned Bidder within ten (10) days after the opening of the proposal, or at any time thereafter before it is withdrawn in writing, the undersigned Bidder will execute and deliver the Agreement in the form set forth in the Contract Documents to the City in accordance with the proposal as accepted, and will also furnish and deliver to the Certificate of Insurance and policies of insurance and any other documents or bonds called for in the Contract Documents, all within ten (10) days after notice of acceptance and award of the Contract is given. Failure of the undersigned Bidder to meet the requirements of this paragraph shall result in its bid being deemed withdrawn and the City may award the Agreement to the next highest qualified Bidder.

**BID PROPOSAL FOR A ONE (1) YEAR LEASE**

TO:      **The City of Ketchikan, Alaska, herein called the City:**

Pursuant to and in compliance with your Notice to Businesses Inviting Bids, Information For Bidders, Agreement and the other Contract Documents relating thereto, the undersigned Bidder, being fully familiarized with all the terms of all the Contract Documents and with the project site and local conditions and costs affecting the performance as called for in the Contract Documents, hereby proposed and agrees to perform, within the time and in the manner stipulated, all in strict conformity with the Contract Documents, including addenda for the following project:

**2024 PORT DOCK VENDOR LEASE PROGRAM, Contract No. 24-04**

**The minimum/starting bid is \$30,000 (Thirty thousand dollars) for the seasonal lease term.** The bid amount shall be the total amount of seasonal rent for the period of April 15, 2024 through October 31, 2024. This seasonal rent amount will be divided into five equal installments. Those installments shall be due the CITY on April 15, June 1, July 1, August 1 and September 1, 2024. The bid amount shall include everything necessary for the fulfillment of the Agreement. In the event of a difference between a price quoted in words and a price quoted in figures for the same quotation, the words shall be the amount bid.

For an amount computed on a seasonal basis:

SEASONAL AMOUNT (in words) \_\_\_\_\_  
(figure) \$ \_\_\_\_\_

13. **Award of Contract.** The City shall have the right to reject this bid proposal and such bid proposal shall remain open and may not be withdrawn for a period of sixty (60) days after the date prescribed for its opening.
14. **Execution of Contract.** It is understood and agreed that if written notice of the acceptance of this proposal and award of the Contract is mailed, telefaxed or delivered to the undersigned Bidder within ten (10) days after the opening of the proposal, or at any time thereafter before it is withdrawn in writing, the undersigned Bidder will execute and deliver the Agreement in the form set forth in the Contract Documents to the City in accordance with the proposal as accepted, and will also furnish and deliver to the Certificate of Insurance and policies of insurance and any other documents or bonds called for in the Contract Documents, all within ten (10) days after notice of acceptance and award of the Contract is given. Failure of the undersigned Bidder to meet the requirements of this paragraph shall result in its bid being deemed withdrawn and the City may award the Agreement to the next highest qualified Bidder.

# Ketchikan.com/bids

City of Ketchikan ALASKA

Select Language

ENHANCED BY Google

Bid Listings

Active Bids

Category: Ports & Harbors Status: OPEN Search

Bid Name	ID	Status	Categories	Start Date	End Date
<a href="#">General Documents That Pertain To Bids</a>	001	Open	• General Documents	January 6, 2016 9:57 AM	January 6, 2030 9:57 AM
<a href="#">23-35 Ketchikan Police Dept. Vehicle Towing, Storage and Disposal</a>	23-35	Closed	• Public Safety- Police • Public Works- Solid Waste	December 16, 2023 6:00 AM	January 2, 2024 2:00 PM
<a href="#">23-37 Berth IV Yokohama Replacement</a>	23-37	Closed	• Ports & Harbors	December 21, 2023 8:00 AM	January 2, 2024 10:00 AM
<a href="#">23-36 Port &amp; Harbors Janitorial Services</a>	23-36	Closed	• Ports & Harbors	December 1, 2023 1:00 PM	December 26, 2023 2:00 PM
<a href="#">23-26 Schoenbar Culvert Rehabilitation</a>	23-26	Closed	• Public Works- Engineering • Public Works	October 28, 2023 12:00 AM	December 21, 2023 10:00 AM

GOVERNMENT SERVICES BUSINESS VISITORS RESIDENTS I WANT TO...

Government  
Mayor and City Council  
City Attorney  
City Clerk  
City Manager  
Tourism  
Civic Center  
Finance  
Fire Department  
Human Resources  
Ketchikan Public Library  
Information Technology  
Museums  
Police  
Port & Harbors  
Public Works  
Public Utilities  
Services  
Business  
Visitors  
Residents  
I Want To...

Tourism

Ketchikan, Alaska, Port of Entry in Alaska.

Postcard circa 1910

Welcome ... The Tourism Department mission is to collaborate with internal and external stakeholders and government agencies to effectively recommend policy decisions, and proactively advance community goals related to the impact of tourism in the Ketchikan.

2024 Port Dock Vendor Lease Program Information Session

Tuesday, January 16 6:00pm - 7:00pm  
Ted Ferry Civic Center 888 Venetian Way, Ketchikan

Community is invited to learn about the program & how to submit a bid proposal.  
Discussion will be held on vendor booth locations.  
Free & open to public.

Resources

2024 Cruise Line Agencies Cruise Ship Calendar  
2024 Ketchikan Cruise Passenger Daily Capacities Calendar  
Travel Alaska  
Visit Ketchikan  
Alaska's Inside Passage  
US Travel Association  
Destination Development Association  
Tourism Best Management Practices - Ketchikan  
The Ketchikan Story Project

Information & Research

Ketchikan Cruise Calendars - see below for calendars from 2000 to present  
Alaska Visitor Industry Research  
Port Dock Vendor Lease Program Feedback to City Council 2023.11.08.pdf  
Ketchikan AK Dept. of Transportation road projects map & timelines

Contact Us

Laurie Booyse, Tourism Manager (907) 228-5661 lauriebooyse@ketchikan.gov

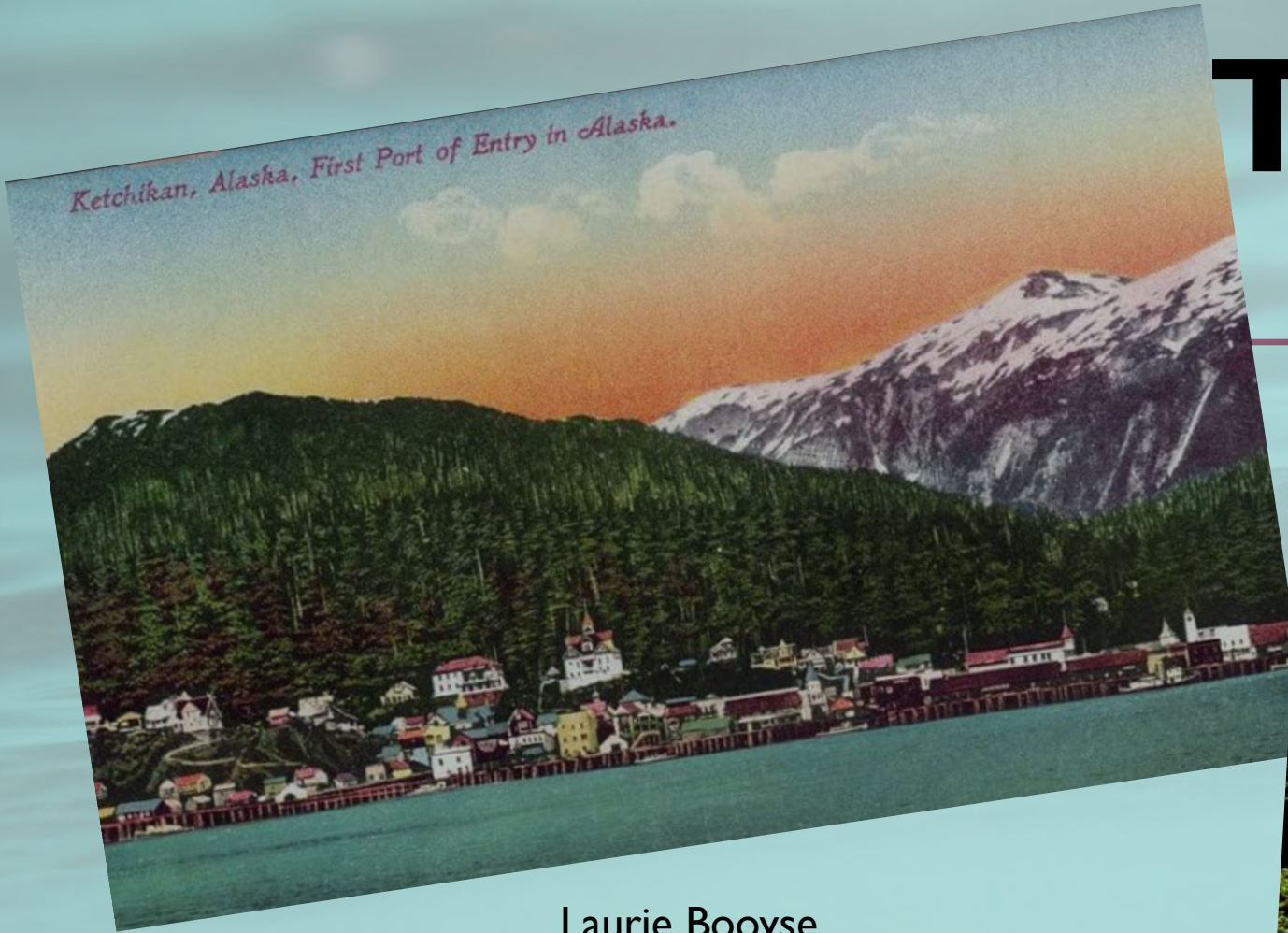
Tourism/Ketchikan Cruise Calendars

Name	Size
2000 KTN Cruise Calendar.pdf	7.0 MB
2001 KTN Cruise Calendar.pdf	3.6 MB
2002 KTN Cruise Calendar.pdf	3.8 MB
2003 KTN Cruise Calendar.pdf	3.4 MB
2004 KTN Cruise Calendar.pdf	3.4 MB
2005 KTN Cruise Calendar.pdf	3.8 MB
2006 KTN Cruise Calendar.pdf	3.8 MB

Ketchikan.com/tourism



# THANK YOU



Laurie Booyse  
[lauriebooyse@ketchikan.gov](mailto:lauriebooyse@ketchikan.gov)



Craig Bisson  
[craigb@ktn-ak.us](mailto:craigb@ktn-ak.us)

