PORT OF KETCHIKAN FOOD VENDOR PROGRAM

Frequently Asked Questions



What is the Port of Ketchikan Food Vendor Program?

The Food Vendor Program offers commercial opportunities for vendors to operate food booths at the Port of Ketchikan during the cruise ship season.

How many vendor locations are available?
There are up to two (2) food vendor locations available under this program.

What is the duration of the lease agreement?
The lease agreement runs for a term of three (3) years.

Eligibility & Qualifications

To qualify, bidders must meet the following criteria:

- *State Licensing*: Must hold a valid State of Alaska business license in a line of business commensurate with food vendor operations at the time of bidding.
- *Local Presence*: Must maintain a place of business and a year-round mailing address within the Ketchikan Gateway Borough.
- *Tax Compliance*: Must have no outstanding sales, real property, or personal property taxes (including interest or penalties) owed to the City of Ketchikan or the Ketchikan Gateway Borough.

Are there restrictions on multiple bids or ownership interests?
Yes. Bidders (persons, firms, or corporations) are allowed to bid on or be interested in only one (1) booth. Bidders must not have a financial interest or management involvement in any other applicant or lease within the program.

Operating & Payment Terms

What is the operating season?

- The seasonal operating period spans from April 15 through October 31 of each year.

]**How is seasonal rent structured and paid?**

- The bid amount represents the total seasonal rent for each year of the lease. Seasonal rent is divided into five (5) equal installments due between April and September.

Bidding & Award Process

When do the food vendor booth contracts come up for bid next?

- December of 2027 for 2028-2030 contracts.

How are contracts awarded?

- Contracts are awarded to the highest qualified and responsible bidders (up to two) who meet all requirements, furnish required documentation, and submit responsive bids.

What insurance coverage is required?

- Successful bidders must secure and maintain:
  Comprehensive General Liability: Minimum coverage of $1,000,000.00.
  Workers' Compensation Insurance: As required by the AK Workers' Compensation Act (AS 23.30).

Important Information to Note

Vendors must provide their own building. The food vendor location dimensions are 12 (twelve) feet wide by 10 (ten) feet deep. No activity is allowed outside the leased area. Electricity and running water hook-ups are available. Venders pay for their own utilities.

Contact Info:

Bid packets available Dec 15, 2027 on the City of Ketchikan Bid webpage:
www.ketchikan.gov/bids
Questions?
Email: tourism@ketchikan.gov
Call: 907-228-5661

City of Ketchikan

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