



## REQUEST FOR PROPOSALS (RFP)

**DUE MARCH 5TH, 2026 5 PM**

### **Catering Services – *The Local Table***

**Issued by:** Greater Ketchikan Chamber of Commerce

**Event:** The Local Table

**Event Date:** April 12

**Service Time:** No later than 4:00 PM

**Location:** The Mill at Ward Cove

**Expected Attendance:** 125–150 guests

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### **Event Description**

**The Local Table** is a signature community dining experience featuring an exceptionally long, shared table where guests enjoy locally inspired dishes served family style. Designed to foster conversation and connection, the event celebrates food as a unifying force and community as its greatest ingredient.

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## **1. Event Overview**

The Greater Ketchikan Chamber of Commerce invites qualified caterers, chefs, producers, and culinary teams to submit proposals for **The Local Table**, a collaborative, spring-themed community meal.

The event highlights Southeast Alaska ingredients whenever possible and emphasizes shared service, storytelling through food, and meaningful community gathering.

Bidders may propose:

- **A complete family-style menu**, and/or
- **Individual dishes or items** that may be combined to create the overall menu

Priority will be given to proposals that feature **locally grown, harvested, or produced ingredients**. *Please note that the Greater Ketchikan Chamber of Commerce recognizes in-kind contributions at retail value for recognizing our sponsors.*

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## 2. Scope of Services

Selected proposer(s) may be responsible for all or part of the following, depending on awarded scope:

- Menu planning and preparation featuring locally sourced foods to the greatest extent possible
- Preparation and service of a family-style meal **or individual dishes/items** selected to form a cohesive menu
- Coordination of timing and service flow for 125–150 guests
- Accommodation of common dietary needs through menu variety (vegetarian, gluten-free, etc.)
- Coordination with venue logistics at The Mill at Ward Cove (commercial kitchen facilities available on site)
- Cleanup of catering service areas following the meal

Alcohol service, if applicable, will be coordinated separately. If you would like to bid on this, please include it as a separate line item. *Please note that the Greater Ketchikan Chamber of Commerce recognizes in-kind contributions at retail value for recognizing our sponsor*

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## 3. Menu Expectations

Proposals should include:

- A thoughtfully curated **spring/local-inspired family-style menu** or individual dish submission
- Recognition that this is **not a per-plate banquet**; bidders should not plan on exactly 150 individual portions unless appropriate to the item.
- Emphasis on highlighting local and regional ingredients (seafood, produce, meats, mariculture, etc.)

- A brief narrative describing how the menu or dish reflects Southeast Alaska and the spirit of *The Local Table*
- Identification of local producers, fishermen, farmers, or suppliers (if known at time of proposal)

Food service typically occurs in **waves** to support a relaxed, shared dining experience.

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## 4. Budget & Pricing Parameters

Proposals must include **clear, all-inclusive flat pricing**, based on an attendance range of 125–150 guests.

### Please note:

- This is **not a per-plate service**; food is served family style
- Pricing may be submitted as:
  - Full menu proposal, and/or
  - Per-item (per dish) or per-piece (example: Individual mini parfait, cupcake, cake, etc)

### Include:

- Food costs
- Staffing (please note if a singular item is drop-off only and does not require on-site service. Please note this option is only available for individual items submitted)
- Any additional fees such as off-site fees, etc.

The Greater Ketchikan Chamber of Commerce is a **tax-exempt nonprofit (Tax ID #1194E)**.

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## 5. Proposal Requirements

Proposals should include the following:

### A. Business / Individual Overview

- Description of business, chef, producer, or group
- Experience with large-scale or family-style events
- Relevant past events or references

### B. Proposed Menu or Item(s)

- Sample menu or individual dish description(s)
- Local themed ingredient details, if applicable
- If submitting an individual item, please include a brief description of your operation and proposed quantity  
(*Example: "We propose serving two oysters per guest, totaling approximately 300 oysters for a total price of: xxx OR We will provide 150 individual brownies/cookies for a total price of \$xxx delivered."*)

### C. Pricing

- Per-person or per-item pricing depending upon submission
- Estimated total cost
- Clear description of what is included

### D. Service Plan

- Staffing approach or delivery time if applicable
- Service timing and flow if catering on-site

### E. Availability Confirmation

- Confirmation of availability for **April 12, with service no later than 4:00 PM**
    - Please note the facility/kitchen will be available beginning the morning of April 11th at the Mill at Ward Cove.
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## 6. Evaluation Criteria

Proposals will be evaluated based on:

- Preference given to Chamber Members, however, non-members may opt to join the Chamber for preference. Please indicate this in your proposal.
  - Alignment with the mission and spirit of *The Local Table as outlined above*
  - Use of local and regional ingredients
  - Quality, creativity, and feasibility for family-style service
  - Experience with large group events and/or providing large quantities of individually served items
  - Overall value and clarity of pricing
  - The Greater Ketchikan Chamber of Commerce reserves the right to combine or add in additional vendors, and all (if applicable) chosen vendors shall operate together in the spirit of the event and fostering community.
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## 7. Submission Details

**Proposal Deadline:** March 6 at 5:00 PM

**Submit Proposals To:**

**Michelle O'Brien, Executive Director  
Greater Ketchikan Chamber of Commerce**

 [execdir@ketchikanchamber.com](mailto:execdir@ketchikanchamber.com)

**CHOSEN VENDORS WILL BE NOTIFIED NO LATER THAN 5 PM, MARCH 11TH, 2026.**

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## Additional Information

*Sample menus from previous events are included for reference only. Prior menus did not necessarily emphasize locally sourced ingredients and instead embodied the spirit of the family-style gathering*

### **2023 Example**

Passed Appetizers -

Phyllo Tart w/Melted Brie, Caramelized Onion,

Roasted Pear Tomato Basil Soup Shooters w/ Cheese Topping

Ricotta Butternut Squash Soup Shooters

Mini Twice Baked Potatoes Papas Bravas

### On Table

Charcuterie Boards Capicola, Proscuitto, Salami, Pepperoni, Assorted Dry Meats Assorted

Cheeses Almonds, Greek Olives Table

Appetizers Flat Iron Steak Crostini

Stuffed Cremini Mushrooms

Crab Cakes

Smoked Salmon Bruschetta

Italian Meatballs

Dessert

Blueberry Turnovers

Mini Blueberry Parfaits

Mini Lemon Tarts

### **2024 Menu**

All on table, family style or on wood boards

Honey Glazed Silver Salmon w/ steamed rice, cucumber & wakame salad

Pineapple Baked Halibut with tri-color fingerlings potato, broccolini & coconut cream sauce

Smoked Leg of Lamb with fig & lavender brown gravy, polenta & parsnips

Lingonberry Cake Topped w/ white chocolate ganache (served on plate, family style)

**Previous Event Photos to understand scale of table and serving style**



