



*Sunset Capital of Alabama™*

Town of Dauphin Island  
1011 Bienville Blvd. Dauphin Island, Alabama 36528  
Phone (251) 861-5525 Fax (251) 861-2154  
[www.townofdauphinisland.org](http://www.townofdauphinisland.org)

## **REQUEST FOR PROPOSALS FOR MUNICIPAL DINNER CATERING**

The Town of Dauphin Island is accepting proposals from qualified Dauphin Island based food service businesses to prepare a buffet-style meal for the Mobile County Municipal Association dinner to be hosted by the Town on Thursday March 20, 2025 at 7pm at the Dauphin Island Community Center.

The meal should include two main entrees. One entree should be seafood forward and the other non-seafood. The meal should also include two accompanying side dishes, a salad (pasta salad, mixed green salad, etc), and bread, that will complement the main entrees.

The buffet will be self-serve, so the caterer will not be responsible for serving the meal. The caterer will, however, be responsible for setting up the buffet and replenishing food items as needed during the dinner service. The caterer shall supply appropriate vessels (i.e., chaffing dishes) to maintain appropriate food temperature, hot or cold, as appropriate. Serving utensils will also be the responsibility of the caterer.

The Dauphin Island Community Center has a caterer's kitchen that includes two warming towers and a refrigeration unit. There are no stoves or ovens, so the meal should be planned accordingly.

The Town will be responsible for beverage service, dessert, and all paper products: napkins, plates, cups, plasticware, etc.

The proposal shall include the proposed menu and a cost per person. ***The final menu, however, will be determined by the Town in consultation with the caterer.*** For planning

purposes, the caterer should expect to prepare for 75 - 100 people. However, the final number will be provided to the caterer no later than one week prior to the dinner.

Any respondent wishing to see the venue prior to proposal submission may schedule an appointment with Councilman Trey Alderman. Mr. Alderman is generally available on most weekdays. To schedule an appointment, or to ask any questions related to the dinner, please email him at [talderman@townofdauphinisland.org](mailto:talderman@townofdauphinisland.org) or call 251-861-5525.

**Proposals shall be submitted in sealed envelopes with the following information on the front of the envelope: contractor's complete name, address, & phone number, and "2025 Municipal Dinner Proposal".**

Proposals will be accepted until 12:00 pm (CST) on Monday, March 3, 2025.

All proposals are to be sent via mail or hand delivered to Town of Dauphin Island, ATTN: Town Clerk, 1011 Bienville Blvd., Dauphin Island, Alabama 36528.

**THE TOWN OF DAUPHIN ISLAND RESERVES THE RIGHT TO REJECT ANY AND/OR ALL SUBMITTED PROPOSALS.**