



NEBRASKA STATE FAIR
REQUEST FOR PROPOSAL

FOR

HVAC Service Provider
2025 - 2027

Issued by:
Nebraska State Fair
PO Box 1387
Grand Island, NE 68802

October 21, 2024

Table of Contents

Table of Contents 2

Section 1. RFP Timeline 3

Section 2. Introduction and Background 3

Section 3. Instructions 4

Section 4. Overall Scope..... 4

Section 5. Conditions..... 5

Section 6. Proposal 6

Section 7. Evaluation of Proposal 7

Section 8. Certification 8

Proposal Addendum – Attachment A..... 9

Proposal Addendum - Attachment B 10

Proposal Addendum - Attachment C..... 11

Section 1. RFP Timeline

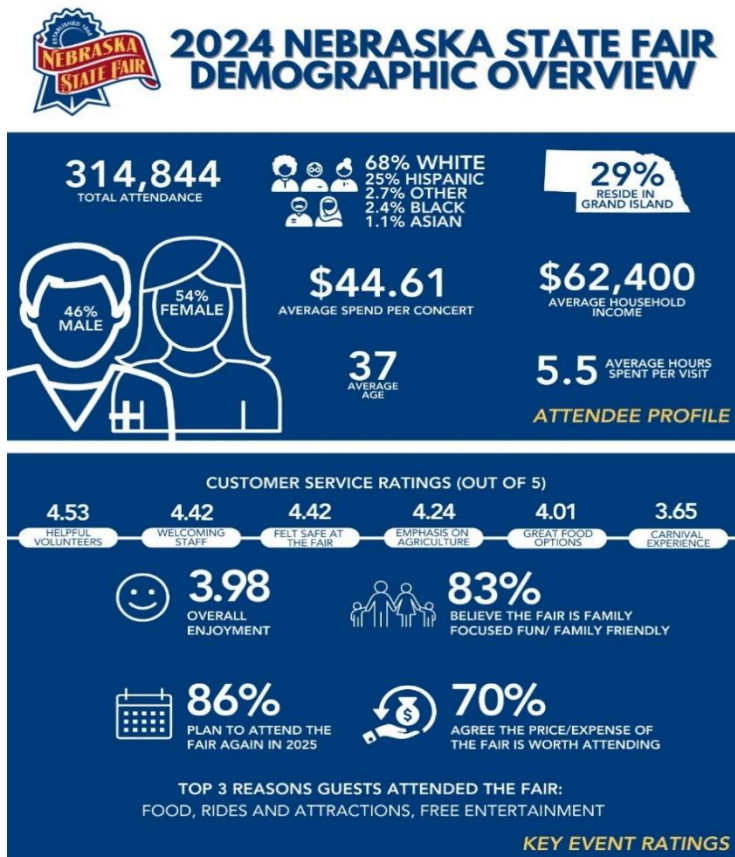
The Request for Proposal timeline is as follows:

	Date
Request for Proposal Issuance:	October 21, 2024
Q&A with Site Visit (Q&A has Zoom Option)	November 4, 2024 @ 11/4/2024, 11:00am CST https://us06web.zoom.us/j/3083821620?omn=85007437523 Meeting ID: 308 382 1620
Request for Proposal Due Date:	November 22, 2024
Meetings with Potential Candidates as Needed:	December 9 - 13, 2024
Award:	December 16, 2024

Section 2. Introduction and Background

Nebraska State Fair (NSF) is seeking a qualified HVAC Support Service to perform regular maintenance and operational improvements as needed, for the Nebraska State Fair (organization).

About Nebraska State Fair: The Nebraska State Fair (event) is entering the 156th year in 2025. The annual State Fair is an event held at Fonner Park in Grand Island, Nebraska. The regional event is the largest single celebration in Nebraska, and it draws an average of 300,000 patrons each year since moving to Grand Island. Concerts, livestock shows, Carnival, dozens of free grounds acts and 4-H and FFA shows are all a part of this 11-day-long event ending on Labor Day.



Section 3. Instructions

- I. Review the RFP carefully.
- II. RFP questions should be directed by e-mail to Tina Thuernagle at tthuernagle@statefair.org
- III. Interpretations, corrections, revisions, and amendments to this request for proposal shall be issued to all RFP recipients in the form of written addenda.
- IV. Proposals are due by hand delivery, mail or e-mail November 22, 2024, at 5:00 PM to:

Physical Address:
501 E Fonner Park Road, Suite #200
Grand Island, NE 68801
E-Mail: tthuernagle@statefair.org

Mailing Address:
PO Box 1387
Grand Island, NE 68802

Section 4. Overall Scope

- I. **Terms:** The contract will become effective January 1, 2025, through December 31, 2027, with the option for an additional two (2) year term.
- II. **Exclusivity:** NSF provides HVAC support to State Fair Used Facilities August 01 – September 30 each year + to Nebraska Building @ year-round.
- III. **Agreements Made:** NSF may accept a proposal as written by issuing a written agreement with the selected Service Provider. This agreement will be signed by both parties.
- IV. **Exceptions:** Any exceptions to any piece of this RFP shall be noted on the Proposal Addendum, Attachment A, and submitted.
- V. **Contracts:** To be executed between NSF and Service Provider. All contracts shall be executed by the NSF Operations Director or NSF Executive Director.
- VI. **Responsible Parties:** NSF final decisions on all service provisions will remain with the Operations Director, in cooperation with the Executive Director and upon consultation State Fair Board, Facility Committee.
- VII. **Onsite:** This contract will require a Service Provider to have an on-call service representative who can be responsive within 1 hour, for all live dates of State Fair and Aksarben Stock Show.

Section 5. Conditions

- I. **Laws:** Terms and provisions of this solicitation and any agreement resulting from this shall follow any governing law applicable to this process. Any litigation or action in connection with this proposal and subsequent award shall be instituted in the appropriate Nebraska courts.
- II. **Assignment:** Any contract resulting from this solicitation may not be assigned, transferred, or delegated in whole or in part by the production agency, without the prior written consent of NSF.
- III. **Termination:** NSF may terminate any agreement made as a result of this process at any time that the agency fails to carry out the provisions under the agreed-upon terms.
 - a. Upon termination, NSF shall provide written notice within 10 days of termination. Any monies owed to NSF shall be due within 30 days of written notice, and vice versa.
- IV. **Indemnification:** NSF hereby agrees to indemnify and hold harmless *Awardee*, as well as their agents, representatives and directors from and against any loss, damage or expense associated with a claim arising out of the negligence of NSF. *Awardee* hereby agrees to indemnify and hold harmless *NSF* for any loss, damage or expense associated with a claim arising out of the negligence of the *Awardee*.
- V. **Insurance:** NSF shall maintain comprehensive general liability insurance in the amount of no less than One Million Dollars per occurrence from an A- or better rated carrier. This policy shall name the Awardee and their agents, representatives and directors as additional insured as it pertains to the negligence of the NSF. Awardee shall maintain comprehensive general liability insurance in the amount of no less than One Million Dollars per occurrence from an A- or better rated carrier. This policy shall name the NSF, and their agents, representatives and directors as stated in Addendum B as additional insured as it pertains to the negligence of the Awardee.
- VI. **Retention of Rights:** The Awardee shall not have any rights to use the name, logos, trademarks or copyrights of NSF outside of the purposes of promotion related to NSF, without written permission.
 - a. NSF reserves the right to not award this offer to any vendor based on any reason.

Section 6. Proposal

I. General Information

- a. List the following:
 - i. Company Name
 - ii. Contact info for HVAC Service:
 - Physical Address
 - City, State, Zip
 - Phone
 - Email
 - Contact Name of Person Responsible for this RFP
 - Title
 - Phone
 - Email
- b. Provide a Letter of interest
- c. Provide a complete profile of your firm
- d. Describe three (3) examples of your firm's past performance success with other clients.
- e. Describe an example of a difficult challenge you overcame in booking talent for a like organization and how you rectified the issue.
- f. Provide three (3) references of clients from your CURRENT roster. As least one (1) must be a Fair.

II. Scope

- a. Please give an overall strategy for maintaining HVAC units in large facilities.
- b. Provide a proposed service budget for 2025, based on full-year maintenance in Nebraska Building (12 Units), LESS the Raising Nebraska exhibit space. PLUS the 60-day use of Pinnacle Bank Expo Center (20 units), Sheep Barn (3 units), Five Points Bank Arena (5 units), Tom Dinsdale Automotive Cattle Barn (3 units), Aurora Cooperative Pavilion (3 units), and any other Fonner Park Campus barns or facilities needing service for State Fair events and activities in August – September each year.
- c. Describe how you interact with clients throughout the course of the year, including communications, unit inventories and expected lifespans, planned improvements, face-to-face meeting time, etc.
- d. Describe any reports you typically produce for a client.

III. Bid

- a. List your complete bid, including rates for service to be provided.
- b. Will service provider guarantee in (a) above that pricing shall 1.) not increase over the life of the agreement, or 2.) guarantee price increases will not exceed a set percentage per year or a set percentage over the life of the agreement?

- c. Please consider and include if you are interested to include any portion of work performed, up to a declared dollar value, or % off of rate/s, in exchange for in-kind-trade for sponsorship recognition and benefits during State Fair and Aksarben Stock Show.
- d. Please reflect on the opportunity of retaining the agreement for three (3) consecutive years with the option to renew for an additional two (2)-years and provide commentary.

Section 7. Evaluation of Proposal

- I. Evaluation of all proposals shall be performed by NSF officials. Evaluation shall be based on, but not limited to, the following criteria in no particular order or weight. Providers with previous Fair and/or Campus experience will be scored accordingly.
 - Complete bid
 - Overall strategy in booking, including artist cost reductions
 - Onsite service
 - Off season communication approach
 - Reporting functions

- II. Evaluation committee shall consist of:
 - Jaime Parr, Executive Director
 - Tina Thuernagle, Operations Director
 - Nebraska State Fair Board Facility Committee

Section 8. Certification

Include this form with your proposal

Name of Company _____

Physical Address _____

City, State, Zip _____

Phone _____

Email _____

Contact Name of Person Responsible for RFP _____

Title _____

Phone _____

Email _____

Manager Name (If different from above) _____

The HVAC Service Provider representative hereby certifies by signing below that this proposal is genuine and is made under no false pretense.

Print Name

Signature

Date

Proposal Addendum – Attachment A

EXCEPTIONS TO PROPOSAL AS NOTED.

The following exceptions to this request for proposal are listed as such:

RFP ITEM NUMBER

COMMENTS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Print Name

Signature

Date

Proposal Addendum - Attachment B

INSURANCE

Talent Buyers submitting a proposal are required to make evident certificates of the following minimum coverage. Such certificates shall be included with the proposal:

- Workers Compensation Insurance meeting the statutory requirements of the State of Nebraska.
- Employers’ Liability Insurance providing limits of liability in the following amounts:
 - a. Bodily injury by accident: \$100,000 each accident
 - b. Bodily injury by disease: \$500,000 policy limit
 - c. Bodily injury by disease: \$100,000 each employee
- Commercial General Liability insurance providing limits of liability in the following amounts, with aggregates applying separately on a “per project” basis:
 - a. General aggregate: \$2,000,000
 - b. Product/completed operations aggregate \$2,000,000
 - c. Personal and advertising injury liability \$1,000,000
 - d. Per occurrence \$1,000,000
 - e. Fire legal liability \$50,000
 - f. Automobile \$1,000,000

If the Awardee does not carry its own required insurance coverage or fails to return proof of such ay the due date, Nebraska State Fair may at its option obtain through an insurance carrier the necessary coverages noted by this agreement. The expense of this coverage will be billed to the Awardee.

Nebraska State Fair Board, Fonner Park Exposition and Events Center, The Hall County Livestock Improvement Association, and the City of Grand Island shall be listed as additional insured at no cost to the Nebraska State Fair.

LIABILITY

The Awardee agrees to hold Nebraska State Fair Board (legal entities, employees, board members and thereof) harmless from any liability, cost or expense in connection with or growing out of any claim whatsoever for injury, loss or damage to person and/or property at activities involved with this agreement in or upon the Fonner Park/Nebraska State Fair premises, its facilities and appurtenances OR upon the hotel premises, facilities and appurtenances including any transportation of persons, property or items in any way related to Nebraska State Fair.

I acknowledge that I have read the above insurance and liability requirements and acknowledge my organization’s responsibility as such.

Print Name

Signature

Date

Proposal Addendum - Attachment C

Services provided but not limited to in 2024 (January through October)

Location:	Description:	Qty:
Neb. Building EB2	Two visits with 21 Point Inspection: Includes a year's worth supply of filters, filter changes, monthly payment option, same day priority status, and quality assurance inspection and cleaning	10
Expo-Concession Unit 10	Troubleshoot & recommend	1
Expo-Concession Unit 10	R-410A per lb.	1
Expo-Concession Unit 10	R-410A per lb.	7
Expo-Unit 3	Troubleshoot & recommend	1
Expo-Unit 3	Refrigerant Charge adjusted`	1
ACP-Swine Unit 2	Troubleshoot & recommend	1
ACP-Swine Unit 2	Honeywell Sensor	1
Expo-Unit 5	Troubleshoot & recommend	1
Expo-Unit 5	Difficult wiring control board issue, consult with factory	1
Fieldhouse-Concessions, Unit 8	Troubleshoot & recommend	1
Fieldhouse-Concessions, Unit 9	R-410A per lb.	1
Neb. Building Unit 1	Troubleshoot & recommend	1
Neb. Building Unit 2	Refrigerant Charge adjusted`	1
Fonner Concourse, Race office	Troubleshoot & recommend	2
Fonner Concourse, Race office	Remove plugged filter, cleaned, reinstall	2
Fonner Concourse, Race office	Lennox direct drive blower motor	1
Ticket Booth, Finish Line Ent.	Troubleshoot & recommend	1
Ticket Booth, Finish Line Ent.	Clean electronic air cleaner	1
Five Points Bank Arena	Troubleshoot & recommend	1
Five Points Bank Arena	R-410A per lb. 1st	1
Five Points Bank Arena	R-410A per lb.	3.75
Five Points Bank Arena, unit 4	Troubleshoot & recommend	1
Five Points Bank Arena, unit 4	Carrier, Bryant High Pressure Switch	1
ACP-Swine Unit 1	Troubleshoot & recommend	1
ACP-Swine Unit 2	R-410A per lb.	1
ACP-Swine Unit 3	R-410A per lb.	14
Neb. Building Unit 7	Troubleshoot & recommend	1
Neb. Building Unit 7	Battery	1
Five Points Bank Arena	Troubleshoot & recommend	1
Expo-Unit12	Troubleshoot & recommend	1
Expo-Unit13	Carrier, Bryant Control Fuse	1
Five Points Bank Arena -Units 1-4	Troubleshoot & recommend	1
Five Points Bank Arena -Units 1-5	Clean evaporator coil	4

Five Points Bank Arena - Unit 8	Troubleshoot & recommend	1
Neb. Building EB2	Troubleshoot & recommend	1
Neb. Building EB2	Refrigerant Solenoid Valve	1
Neb. Building EB2	Refrigerant recovery	1
Neb. Building EB2	Recovery Evacuate, Recharge Split System	1
Neb. Building EB2 Unit12	Troubleshoot & recommend	1
Neb. Building EB2 Unit12	Lennox Dual Capacitor	1
Neb. Building EB2 Unit 8	Troubleshoot & recommend	1
Neb. Building EB2 Unit 8	Clean condensate Drain Pan	1
Expo -Beef Pit	Troubleshoot & recommend	1
Expo -Beef Pit	Misc. Wiring Repair	1
Expo -Beef Pit	Troubleshoot & recommend	1
Expo -Beef Pit	Little Giant Condensate Pump	1
Five Points Bank Arena -Birthing	Troubleshoot & recommend	1
Five Points Bank Arena -Birthing	Reinstall Existing Draft Regulator	1
Five Points Bank Arena -Birthing	Wall and Ceiling Supply Register	1
Expo- Unit 9	Troubleshoot & recommend	1
Expo- Unit 9	Misc. Repair	1
Five Points Bank Arena-Ice Cream Parlor	Troubleshoot & recommend	1
Five Points Bank Arena-Ice Cream Parlor	Rinse off condenser coil	1
Neb. Building EB2	Install materials and Labor	1
Neb. Building EB2	Carrier Comfort 5 Ton 13SSE Air Conditioner Condensing Unit	1
Neb. Building EB2	5 Ton Residential Fan Coil	1
Neb. Building EB2	Heat kit	1
Neb. Building EB2	Carrier EB-STATE3LTICR-01 Ecobee lite thermostat	1
Neb. Building EB2	Troubleshoot & recommend	1