



NEBRASKA STATE FAIR  
REQUEST FOR PROPOSAL

FOR

SHUTTLE BUS GUEST SERVICES

2026-2028

Issued by:

Nebraska State Fair

PO Box 1387

Grand Island, NE 6880

January 5, 2026

## Table of Contents

Table of Contents .....	2
Section 1. RFP Timeline .....	3
Section 2. Introduction and Background.....	4
Section 3. Instructions.....	4
Section 4. Overall Scope.....	4
Section 5. Conditions .....	4
Section 6. Proposal.....	5
Section 7. Evaluation of Proposal .....	7
Section 8. Certification .....	8
Proposal Addendum – Attachment A.....	9
Proposal Addendum - Attachment B.....	10

## **Section 1. RFP Timeline**

The Request for Proposal timeline is as follows:

	Date
Request for Proposal Issuance:	January 5, 2026
Q&A Session:	January 14, 2026, at 11:00 AM CST
Request for Proposal Due Date:	January 30, 2026
Meetings with Potential Candidates as Needed:	February 2 – 6, 2026
Award:	February 11, 2026

**Zoom Link for Q&A Session:** <https://us06web.zoom.us/j/3083853928?omn=84287137278>

**Meeting ID: 308 385 3928**

## **Section 2. Introduction and Background**

Nebraska State Fair (NSF) is seeking a qualified bus provider to provide transportation to fairgoers from an offsite location to the Nebraska State Fair.

**About Nebraska State Fair:** Nebraska State Fair, entering its 157<sup>th</sup> year in 2026, is an event held at Fonner Park in Grand Island, Nebraska. The regional event is the largest in Nebraska, drawing an average of 330,000 patrons each year since moving to Grand Island in 2010. Concerts, livestock shows, Wade 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 Karli Bartz at [kschulz@statefair.org](mailto:kschulz@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 January 30, 2026, at 5:00 PM to:

Physical Address:  
501 E Fonner Park Road, Suite #200  
Grand Island, NE 68801  
E-Mail: [kschulz@statefair.org](mailto:kschulz@statefair.org)

Mailing Address:  
PO Box 1387  
Grand Island, NE 68802

## **Section 4. Overall Scope**

- I. **Terms:** The contract will become effective upon contract signing, through September 4, 2028, with the option for an additional two (2) year term.
- II. **Other Promoters:** Any other promoters facilitating business with NSF, including Fonner Park and its partners, Aksarben Stock Show or the Grand Island Livestock Complex Authority and its partners, shall not be bound by any agreement made as the result of this request for proposal.
- III. **Agreements Made:** NSF may accept a proposal as written by issuing a written agreement with the selected buyer. 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 Shuttle Bus Provider. All contracts shall be executed by the NSF Entertainment and Events Director or Executive Director.
- VI. **Responsible Parties:** NSF final decisions on shuttle needs will remain with the Entertainment and Events Director and Executive Director upon consultation with the Shuttle Service Provider.
- VII. **Main Point of Contact:** This contract will require Shuttle Bus Provider to have the main point of contact available by phone or email at all hours of shuttle service.

## **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 as a 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.
- VII. **Winning Bid Transparency:** The Nebraska State Fair is a 501(c)(5) non-profit entity. The organization does follow public/private transparency guidelines. Winning bids, after contract execution and if requested, may be shared.

## Section 6. Proposal

### I. General Information

- a. List the following:
  - i. Company Name
  - ii. Contact info for Shuttle Bus Provider:
    - 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. Describe three (3) examples of your firm's past performance success with other clients.
- d. Provide three (3) references of clients from your CURRENT roster.

### II. Scope

- a. Licensed, safe drivers are required.
- b. Buses/Motor coaches with temperature control are strongly preferred. Activity Buses and Passenger Vans are good options to supplement. Having an option of a multi-passenger ADA van on one dedicated route is requested.
- c. Vehicles must accommodate transportation of public starting and ending at defined location(s) as needed. A light shift expectation is for minimum of 55 seats, and a high-volume shift must be able to accommodate up to 110 riders at one time, for a sustainable period.
- d. High volume shifts are expected to be needed on Older Nebraskan's Day and weekends (to be defined) and weekends. Current high-volume shifts are expected from 10:00 am – 4:00 pm on

Saturday, August 29, Monday, August 31, Saturday, September 5 and Sunday, September 6, 2026.

- e. Small Unit Route: Provide one (1) ADA accessible van or minibus to continuously run between the NSF Campground, NSF East (Luebbe) Parking Lot off Stuhr Road and Gate 5A, NSF Bus Zone.
- f. Reasonable plan for needed vehicles is as follows:

Day #	Day of Week	# of Buses	Small Unit Route	Service Hours	Additional Needs
1	Friday	1	1	8:15 am – 10:30 pm	
2	Saturday	1	1	8:15 am – 10:30 pm	1 Bus: 10:00 am – 4:00 pm
3	Sunday	1	1	8:15 am – 10:30 pm	
4	Monday	1	1	8:15 am – 10:30 pm	1 Bus: 10:00 am – 4:00 pm
5	Tuesday	1	1	8:15 am – 10:30 pm	
6	Wednesday	1	1	8:15 am – 10:30 pm	
7	Thursday	1	1	8:15 am – 10:30 pm	
8	Friday	1	1	8:15 am – 11:30 pm	
9	Saturday	1	1	8:15 am – 11:30 pm	1 Bus: 10:00 am – 4:00 pm
10	Sunday	1	1	8:15 am – 11:30 pm	1 Bus: 10:00 am – 4:00 pm
11	Monday	1	1	8:15 am – 7:30 pm	

- g. More or fewer buses may be needed each day, based on advance ticket sales as well as general customer flows each day. State Fair and provider will be flexible to discern adjustments necessary to the daily numbers.
- h. NSF would like to maintain a shuttle schedule in which the shuttle leaves the off-site location at the top of the hour (00:00) and leaves the Nebraska State Fair at the bottom of the hour (00:30).
- i. The culture of the Nebraska State Fair demonstrates the core values of Integrity, Honesty, Respect, Teamwork, Humor, Accountability, Safe Environment, Servant Leadership, and Open Communication. Working within these values, the chosen service provider's team lead and/or drivers will communicate with NSF Bus Zone Superintendents and NSF staff to troubleshoot and customize adjustments as needed to the overall transportation service.
- j. Assist patrons with onboarding and deboarding as needed at the off-site parking locations.
- k. Track and document number of riders per trip or in a similar, reasonable time frame, method and details of recording to be agreed upon by both parties.
- l. State Fair Representatives manage the Fairgrounds (Gate 5A) Bus Stop. NSF will provide directional guidance for ingress and egress, with safe patron boarding and deboarding.

### III. Bid

- a. List your vehicles available, rider capacity per unit and accommodations of each including but not limited to:
  - i. Motorcoach or similar large capacity, luxury interior
  - ii. Mini Coaches
  - iii. Activity Buses
  - iv. School Buses
  - v. Passenger Vans
  - vi. ADA (Please note options on all vehicles that apply)
- b. List your complete bid including costs per hour, costs per unit or daily rates as applicable for each unit in your proposed fleet. List any additional charges for additional services (i.e. on-call units, etc.)

- c. Provide a company profile or rating system that applies to your company's licensed driver's record.
- d. Provide a company profile or rating system that applies to customer satisfaction.
- e. Will Shuttle Provider guarantee in (b) 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?
- f. Please reflect on the opportunity of retaining the agreement for three (3) consecutive years and provide commentary.
- g. List any other fees or changes in Addendum A.

## **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. Firms with previous Fair experience will be scored accordingly.
  - Complete bid
  - Overall proposal of available vehicles
  - Client List
  - Options List
  - Fee Structure
  - Driver Safety and/or Customer Satisfaction Rating
- II. Evaluation committee shall consist of:
  - Jaime Parr, Executive Director
  - Karli Schulz, Entertainment and Events Director

## 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 Shuttle Service Provider representative hereby certifies by signing below that this proposal is genuine and is made under no false pretenses.

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Print Name

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Signature

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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**

Bidders 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 by 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, 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**

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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.

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

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Print Name

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Signature

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Date