



Request for Proposal:

RFP# 27-002 Bus Services

RFP Released: February 6, 2025

Deadline for Proposals: April 17, 2026 by 2:00 PM

The Houston Livestock Show and Rodeo promotes agriculture by hosting an annual, family-friendly experience that educates and entertains the public, supports Texas youth, showcases Western heritage, and provides year-round educational support within the community. Since its beginning in 1932, the Rodeo has committed more than \$630 million to the youth of Texas and education. The 2026 Rodeo is scheduled for March 2 – 22. The 2026 World's Championship Bar-B-Que Contest, presented by Cotton Holdings, is scheduled for Feb. 26 – 28. For more information, visit rodeohouston.com and follow @RODEOHOUSTON online via Facebook, X (Twitter), Instagram and YouTube for all the latest news.

GENERAL REQUIREMENTS FOR REQUEST FOR PROPOSAL

Read this entire document carefully and follow all instructions. You are responsible for fulfilling all requirements and specifications. Be sure you understand them.

General Requirements apply to all proposals. However, these may be superseded, entirely or in part, by the SPECIAL REQUIREMENTS/INSTRUCTIONS or other data contained herein.

CONTRACT

A provider's response to HLSR's Request for Proposal does not constitute a binding contract between the parties until it is signed by both the selected provider and HLSR's authorized representative. Once signed, however, the terms and conditions provided herein, and the selected provider's proposal shall serve as a binding contract between the parties. In the event of a conflict between terms included in the proposal and terms contained herein, the terms of this document shall govern. Note: HLSR's department managers and volunteers are not authorized to sign contracts on behalf of HLSR.

PROPOSAL EVALUATION

HLSR may require clarification or additional information with respect to a submitted proposal. When evaluating a proposal, HLSR considers the "total value" of the proposal. Total value considerations may include, but not be limited to, price, quality, product design, marketability and durability, as well as the end user's recommendation or experience with the goods/service, the provider's present and past performance, financial stability and support of HLSR. Pricing is not the only consideration. All providers will be notified whether or not they are selected. HLSR will not share a provider's specific proposal with other providers.

Let's Rodeo!
HOUSTON LIVESTOCK SHOW AND RODEO™

PRICING

Proposed pricing for all goods/services must be very specific, all-inclusive, and firm for the duration of the contract. All administrative fees, shipping, expedited delivery costs, labor, price escalators for multiple year contracts, etc. must be included in the proposal. All shipping, drayage and other charges are to be prepaid by the provider and included in the proposal prices. Moreover, all design work, product set-up, production, repair work, etc. must be done according to HLSR's schedule, which may include weekends, nights, and early mornings, at no additional cost to HLSR. HLSR will pay only for goods/services stated on the Price Sheet unless otherwise agreed to in writing by both parties before the order is placed or work is started. No price changes, additions, or subsequent qualifications will be honored during the course of the contract.

Vendor shall indicate any exclusion, clarifications, or modifications to the work scope outlined herein with the submittal of their Bid.

In addition, any exclusions, clarifications, or modifications to the work scope and/or pricing must be presented to and accepted by Show prior to the execution of a formal contract.

TAXES

HLSR is an I.R.S. Code Section 501(c)(3) organization and claims exemption from all sales and/or use taxes pursuant to Texas Tax Code §151.310, as amended. A tax exemption certificate will be furnished upon written request.

INVOICES

Invoices must be itemized and consistent with the provider's proposed pricing.

TITLE TRANSFER

Title and risk of loss of goods shall not pass to HLSR until HLSR receives and takes possession of the goods at the point or points of delivery. Receiving times may vary so the provider needs to confirm exact delivery instructions with the department ordering goods/services.

PERMITS AND CODE REQUIREMENTS

The provider is responsible for submitting, paying for, maintaining, delivering and posting all applicable professional licenses, certifications or permits required by local, state and federal law.

PROVIDER'S EMPLOYEES

The provider's employees may have access to or interact with minors attending the event. The provider agrees to conduct individual searches using state issued photo identification for all current and potential employees/subcontractors and refuse to allow any person who is listed on any federal, state or local sex offender register or database to provide goods or perform services at HLSR event.

PUBLICATION RIGHTS

The provider grants permission to HLSR to photograph, video, record, interview or promote the provider and its personnel in conjunction with HLSR activities. The selected provider also understands that any such photographs, videos, recordings, interviews, or promotions may be used by HLSR in television, film, audio, video, visual, graphic, printed, and/or social media.

INTELLECTUAL PROPERTY

The provider acknowledges that the names, logos, copyrighted material and trademarks of HLSR are the sole and exclusive property of HLSR (the "HLSR Marks") and nothing herein shall provide the provider any right, title or interest in HLSR Marks. All HLSR Marks included in this Request for Quote are for bidding purposes ONLY. They may not be used for any other purpose, now or in the future, without the express written consent of HLSR's Marketing and Public Relations Department, which may be withheld at its sole discretion.

PROVIDER ADVERTISING, MARKETING AND PROMOTION

The provider may not promote itself in conjunction with HLSR, use HLSR as a client reference or display HLSR goods in any advertising, marketing or promotional materials. Exceptions may apply to current licensed providers.

INDEMNIFICATION

The provider hereby RELEASES, ACQUITS AND FOREVER DISCHARGES HLSR, its subsidiaries and affiliates and its and their present and former directors, officers, employees, agents, volunteers, and representatives and the respective heirs, administrators, executors, successors and assigns (collectively, the "HLSR Parties" or individually, an "HLSR Party") from any and all claims, causes of action, suits, judgments, settlements, fees (including reasonable attorneys' fees), expenses and/or demands for personal injury, death and/or property damage, accrued or to accrue in the future, known or unknown, (collectively, "Claims") relating to or arising out of any negligent acts in connection with this Agreement and/or the provider's services performed hereunder, including, but not limited to, the NEGLIGENCE ACTIONS OF THE HLSR PARTIES, REGARDLESS OF WHETHER SUCH NEGLIGENCE WAS THE SOLE, PROXIMATE OR PRODUCING CAUSE OF THE CLAIMS. Without limiting the foregoing, the provider agrees that the HLSR Parties shall not be liable to it, its employees, agents, contractors or heirs, administrators, executors, successors or assigns for Claims arising from or related to the Agreement and/or the provider's services performed hereunder.

THE PROVIDER FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE HLSR PARTIES from any and all claims, causes of action, suits, judgments, settlements, fees (including reasonable attorneys' fees), expenses and/or demands for personal injury, death or property damage, accrued or to accrue in the future, known or unknown, (collectively, "Claims"), including but not limited to Claims resulting from THE HLSR PARTIES' OWN NEGLIGENCE, REGARDLESS OF WHETHER SUCH NEGLIGENCE WAS THE SOLE, PROXIMATE OR PRODUCING CAUSE OF THE CLAIMS; provided, however, that the duty of the provider to defend, indemnify and hold harmless the HLSR Parties shall extend only to Claims arising directly or indirectly from this Agreement and/or Provider's services performed hereunder. The indemnification shall not be limited in any way based on the amount of or type of damages, compensation or benefits payable by or for any claimant under Workers or Workmen's Compensation Acts, Disability Benefits or other applicable benefit acts, if any. The provider's obligations hereunder shall survive the termination of this Agreement. As used herein, "INDEMNIFY" means to agree to assume the HLSR Parties' liability as to any and all claims, causes of action, suits, judgments, settlements, fees (including reasonable attorneys' fees), expenses and/or demands made by, through or under the provider against the HLSR Parties related to the provider's services performed hereunder.

INSURANCE

Insurance requirements are attached as Exhibit "A" and incorporated herein for all purposes.

TERMINATION

If the provider defaults or fails to perform any of its obligations and such failure is not cured within fifteen (15) days after receiving written notice from HLSR, HLSR may terminate the contract immediately upon written notice to the provider. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to HLSR's satisfaction and/or to meet all other obligations and requirements. In the event of insolvency, assignment for the benefit of creditors, bankruptcy proceedings by or against the provider, civil or criminal charges being made against the provider or the provider's management or any change in the management of the provider, HLSR may, at its option, immediately terminate the contract upon written notice to the provider. The provider agrees to give HLSR prompt written notice of the occurrence of any of the aforesaid events.

HLSR may terminate this contract immediately, without prior notice, if the provider fails to perform any of its obligations in this contract and the failure (a) creates a potential threat to health or safety or (b) violates a law, ordinance, or regulation designed to protect health or safety.

HLSR's right to terminate is in addition to and not in lieu of any other remedies which HLSR may have in law or equity.

HLSR may terminate multiple year contracts without cause upon written notice within forty-five (45) days following the conclusion of the Show in any year.

FORCE MAJEURE

HLSR shall not be liable for any delay or failure to perform its operations, activities, contracts, shows and/or events to the extent such delay or failure results from a force majeure occurrence. A force majeure occurrence is defined as any occurrence which makes performance by HLSR illegal, impossible, inadvisable or commercially impracticable, including but not limited to any (i) breakage or accident to equipment, machinery or facilities; (ii) any strike, lock-out or other labor difficulties; (iii) statute, ordinance, regulation, order, directive or rule issued by governmental authorities, including, but not limited to those concerning public health and safety, animal disease prevention, detection and response and/or protection of the environment; (iv) judicial decree or order; (v) pandemic, epidemic, quarantine, recognized health threat as determined by the World Health Organization, the Centers for Disease Control and Prevention or state or local government authority or health agencies (including, but not limited to the health threats of COVID-19, H1N1 or other infectious diseases); (vi) animal disease and/or quarantine; (vii) war, riot or insurrection; (viii) civil disobedience, public demonstration or sabotage; (ix) act of God, fire, flood, national disaster, explosion or inclement weather; (x) inability to obtain necessary labor, materials, supplies, utilities or transportation; (xi) depression, recessions or other economic downturns; (xii) embargoes or energy shortages; or (xiii) any other cause beyond HLSR's reasonable control.

FAMILY EVENT

The provider acknowledges that HLSR provides a family event and shall perform all services in a manner that is not offensive to any social or ethnic groups and that is suitable for a family audience.

ALCOHOL/DRUG CONSUMPTION

HLSR maintains a zero-tolerance policy which prohibits the provider and all its associated personnel from consuming or being under the influence of any alcohol or drug while providing goods or performing services at any HLSR event or function. The provider agrees to abide strictly by this policy, and HLSR shall have the right to immediately terminate the contract if the provider is in breach of it.

AUDIT RIGHTS

Upon request by HLSR, the provider shall provide agreements by and between the provider and any subcontractor, including all applicable insurance certificates.

ASSIGNMENT

The contract and all obligations assumed, and rights granted hereunder may not be assigned, sold or transferred by the provider by operation of law or otherwise without the prior written consent of HLSR, which may be withheld at its sole discretion.

GOVERNING LAW AND VENUE

If this Request for Proposal becomes a binding contract, the provider agrees that the contract is made, entered into and performable in Harris County, Texas and shall in all respects be interpreted, enforced and governed under the laws of the state of Texas, without regard to its rules of conflict of laws. The provider agrees that the proper venue for all disputes and claims that may arise out of or related to the contract shall be in Harris County, Texas and waives all claims that venue is proper in any location other than Harris County, Texas. If any part of this contract is determined to be invalid or unenforceable, it does not affect the validity of the remainder of the contract.

OPERATION OF GOLF CARTS, ALL-TERRAIN VEHICLES, UTILITY TASK VEHICLES

Contractors Safety training must be taken by any provider (and representatives) who will operate a golf cart, all-terrain vehicle, or utility task vehicle during the Show. The training course consists of an online multi-slide presentation followed by a quiz. After completing the training, the provider will receive an email stating whether the course was passed. If the provider (or a representative) fails, he/she must re-take the course until it is passed. All golf carts, all-terrain vehicles, or utility task vehicles supplied by HLSR will only be issued to those who have been certified through the online class. This is required for any golf cart, all-terrain vehicle, or utility task vehicle operating on HLSR property even those brought by a contractor/provider.

All golf carts, all-terrain vehicles, and utility task vehicles must be properly permitted by HLSR prior to them being used on any HLSR property. A licensed tag must be attached to all golf carts, all-terrain vehicles, and utility task vehicles. The provider must complete the HLSR Small Motor Agreement and have an approved certificate of insurance on file prior to any golf cart, all-terrain vehicle, or utility task vehicle being operated on any HLSR property.

INDEPENDENT CONTRACTOR

The provider is and shall remain an independent contractor in performing the services under this contract and shall determine the manner and means by which results are to be obtained. The provider shall maintain complete control of its workers and operations incident to the proper performance and completion of this contract, including that of its subcontractors, agents and affiliates. Neither the provider nor anyone employed or engaged by it shall be, represent, act, purport to act or be deemed to be an agent, representative, employee or servant of HLSR, nor shall the provider or anyone employed or engaged by it be treated as an employee of HLSR for

any purpose, including tax and social security coverage and withholding or any benefit provided by HLSR. Nothing in this contract shall be deemed to create any form of partnership, principal-agent relationship, employer-employee relationship, or joint venture between the parties.

SPECIAL REQUIREMENTS / INSTRUCTIONS

The following requirements and instructions supersede GENERAL REQUIREMENTS where applicable.

TERM

The Show would like to make this a three (3) year agreement for the 2027, 2028, and 2029 Shows, with two additional one (1) year renewal options for 2030 and 2031. Any extension would require approval by both parties by September 30th of each year. This agreement is non-exclusive, and the Show will award proposal related items at its discretion.

SITE VISIT DURING 2026 SHOW

- Site visit will be required on **Thursday, March 5, 2026, at 10 AM**
- When confirming your visit, please provide names of persons attending
- Also, we can get you a parking pass & grounds passes for the day of your visit

Contact: **Annie Mayer**
Senior Manager, Event Operations
832-667-1135

GENERAL DESCRIPTION

Shuttle bus services for the general public, special event charters, and private shuttles for all attendees during the annual HLSR Show events, including the World's Championship Bar-B-Que Contest (collectively, the "Show") periods as more fully described in this Request for Quote and as directed by HLSR staff.

SCOPE OF SERVICE

Provide shuttle bus services for patrons attending the HLSR Show.

Provide sufficient equipment, employees, either full-time or temporary, or through subcontractors to ensure HLSR requirements/needs are met.

Provide shuttle buses, drivers, routing, and training to provide efficient and effective transportation operations during the Show. Manage bus fleet with respect to daily dispatching, driver assignments, maintenance and exception reporting. A comprehensive communication plan will be expected for daily operation, as well as, a planned emergency program. Work with HLSR in planning and executing a complete shuttle plan to provide excellent customer services, maximize efficient use of scheduled equipment, control operating costs and streamline the operation.

INTELLECTUAL PROPERTY

The provider acknowledges that the names, logos, copyrighted material and trademarks of HLSR are the sole and exclusive property of HLSR (the "HLSR Marks") and nothing herein shall provide the provider any right, title or interest in HLSR Marks. All HLSR Marks included in this Request for Quote ("RFQ") are for bidding purposes **ONLY**. They may not be used for any other purpose,

now or in the future, without the express written consent of HLSR's Marketing and Public Relations Department.

PROVIDER ADVERTISING, MARKETING AND PROMOTION

The provider may not promote itself in conjunction with HLSR, use the HLSR as a client reference or display HLSR goods in any advertising, marketing or promotional materials.

REQUIREMENTS

1. *Key Personnel:* Provide a designated **Project Manager** to fulfill HLSR requirements and to serve as principal contact for HLSR. The Project Manager has to be physically on-site while any shuttle bus service is being offered. Project Manager shall meet with HLSR, on an as needed basis, for the period leading up the show. Project Manager has to be available both in person and by telephone or radio communications to HLSR, both during the day and the evenings of the Show.
2. *Other Personnel:* Provide the proper licensed drivers, supervisors, and staff on-site each day of operations to fulfill HLSR requirements. Include in your proposal the estimated number of supervisors and staff (including mechanics and drivers) which you would use on-site. In addition to the Project Manager, other personnel must be available for meetings to review all routes, plans, and regulations prior to the Show. The nature and length of these meetings shall be reasonably agreed to by HLSR and provider.
3. *Uniforms:* All employees and subcontractor employees must wear appropriate clothing, clean, and in good condition, and a means to identify them as employees.
4. *Employee Restrictions:* Provider must brief and remind employees and ensure that subcontractors remind their employees that they shall not consume or be under the influence of alcoholic beverages or drugs or possess firearms while on duty for any HLSR operation. Provider must ensure that all employees are capable, articulate and knowledgeable of the tasks to be performed. At no time will drivers be allowed to show movies or other material on the video equipment in the bus during operation without the prior approval of HLSR Management.
5. *Security:* Provider and its subcontractors shall perform background checks on all individuals assigned to work in any HLSR operation. Upon request, Provider and its subcontractors will make available to the HLSR the results of such background checks. No one that has been convicted of a DWI, DUI or felony involving a motor vehicle is allowed to work. In addition, all buses are subject to security checks at any time.
6. *Equipment:* Sufficient buses and vehicles must be provided to ensure that the HSLR Rodeo Express schedule is fulfilled for all shuttle transportation and to allow visitors to arrive and departure HLSR sites within a timely manner daily. HLSR will have the right to refuse any equipment it deems inappropriate for service. HLSR will provide a staging area for the buses with security for traffic control. Buses will be used to provide shuttle transportation services for guests from off-site park-n-ride locations. All buses, if at all possible, shall include a GPS tracking system or an RFID system, operable sound for announcements and radio or phone communication with all drivers and support personnel,

and a video player. All vehicles used to provide shuttle transportation service must be licensed from their respective state, and meet all local, State, and Federal regulations.

7. *Insurance Requirements for Provider and Subcontractors:* (See Exhibit “A-1”).
8. *Daily estimated ridership and volume of services*
 - a) 45,000 Total bus and shuttle operating hours in 2026
 - a. Approximately 25% private shuttles services and 75% public shuttles services
 - b) Daily fleet size to vary between 90 to 175 buses
 - c) Daily ridership between 6,000 and 25,000 (avg. 12,000)
 - d) Public Showtime Operation Hours 9:00 a.m. – 1:00 a.m. daily
 - e) Private shuttles run 24-hours for employees, hotels, etc.
 - f) Inbound volume will peak 5:00 p.m. – 8:00 p.m. on show days
 - g) Outbound volume will peak 10:00 p.m. – 1:00 a.m. on show days
 - h) Sat. – Sun. Weekends Hours of Operation 9:00 a.m. – 1:00 a.m
 - i) Additional private shuttle/busing services may include:
 - a. Non Showtime private shuttles for various events.
 - b. Showtime private shuttle may include:
 - i. Artist and entertainment transport
 - ii. Military appreciation day transport from Military bases.
 - iii. Local hotels routes
 - iv. Livestock Exhibitors transportation from satellite parking lots
 - v. Pre-show employee shuttles from satellite parking lots
9. *Advertising:* Independent bus contractors that are used for this HLSR operation shall allow temporary signage on the front, sides, and rear of the vehicle as directed by HLSR. Provider is not responsible for any costs associated with the signage.

DRIVER ACCOMMODATIONS, ONBOARDING AND TRAINING

Provider shall secure accommodations for drivers, mechanics, and support personnel, as well as their transportation to and from designated bus storage location. This maybe include it in the proposal as a line-item cost or HLSR will work with the provider in securing suitable hotel accommodations and rates. Provider is responsible for arranging driver training and onboarding in advance of the start of showtime operations

SERVICES LOCATIONS

HLSR’s Rodeo Express Committee manages the daily shuttle program at the main venue NRG Park, Houston, Texas 77054 and at the satellite facilities. HLSR has the right to add or delete parking and ride locations based on the availability of the current locations and will notify Provider as soon as the information is available. It is understood that all locations are not under the complete control of HLSR and are subject to outside land owners and availability.

HLSR’s Rodeo Express Committee currently operates from two (2) different satellite parking facilities to transfer guests to and from the daily events. These satellite parking facilities are located at, but may not be limited to, the following addresses:

- a. 2550 Reed Road, Houston, Texas 77054
- b. Smithland’s Park-n-Ride Texas Medical Center, Houston, Texas 77054

Additional shuttle service satellite locations include but are not limited to:

- a. Monroe Park and Ride, 8833 1/2 Gulf Fwy. I-45, Houston, TX 77017
- b. West Loop Park and Ride, 4675 S. Braeswood Blvd, Houston, TX 77030
- c. Maxey Park and Ride, 515 Maxey Rd, Houston, TX 77013
- d. Ancillary hotel routes
- e. North Stadium exhibitor operations

PRICING

Pricing for all shuttle services will be based on a per-hour operational fee plus a pre-calculated fuel adjustment (See Exhibit “A-2”) and will be set by the second Monday in February of that operational year. All other fees or expenses will need to be broken out in the bid submission to include administrative fees, lodging and related costs, infrastructure or any other potential miscellaneous costs.

FOR MORE INFORMATION

Contact:
 Kyle Olsen
 Chief Show Operations Officer
 832-667-1183
 Olsen@hlsr.com

CONTRACTING PROCESS

A “Services Agreement” will be sent to the selected provider.

QUOTE AMOUNT BASED ON SPECIFICATIONS LISTED

\$ _____

SUBMITTAL REQUIREMENTS

**RETURN THIS PAGE ALONG WITH PRICING PROPOSAL
HARD COPY OR EMAIL ONLY**

**Houston Livestock Show and Rodeo™
Attn: John Dickey
NRG Center
3 NRG Park
Houston, Texas 77054**

dickey@rodeohouston.com

**YOUR SIGNATURE ATTESTS TO YOUR OFFER TO PROVIDE THE GOODS AND/OR
SERVICES DESCRIBED IN THIS PROPOSAL.**

**ONCE SIGNED BY BOTH PARTIES, THIS DOCUMENT IS CONSIDERED YOUR PURCHASE
ORDER AND A BINDING CONTRACT.**

OFFERED BY:

_____ Signature	_____ Title
_____ Printed Name	
_____ Phone	_____ Email
_____ Company Name	_____ Date

ACCEPTED BY:

_____ Signature	_____ Title
_____ Printed Name	
_____ Phone	_____ Email
_____ Company Name	_____ Date

EXHIBIT "A"

MINIMUM INSURANCE REQUIREMENTS

Commercial General Liability

Each Occurrence	\$1 million
Products/Completed Operations Aggregate	\$1 million
General Aggregate/all other Claims	\$2 million

Policy shall be endorsed:

- Specific waiver of subrogation in favor of HLSR, Houston Livestock Show and Rodeo Education Fund and Corral Club, Inc. (collectively, "HLSR")
- Additional insured endorsement with respect to HLSR equivalent to CG2037 & CG2010 and include cross liability clause for additional insured
- Endorsed to provide policy is primary and non-contributory to policies carried by HLSR

Coverage shall include:

- Personal injury and advertising injury
- Broad form property damage coverage
- Owners and contractor's protective coverage

These limits may be provided by a combination of the CGL policy and umbrella/excess insurance.

Auto Liability

Combined Single Limit	\$5 million
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Coverage shall include:

- Bodily injury, death and property
- All owned, non-owned and hired vehicles
- Endorsement to provide policy is primary and non-contributory to policies carried by HLSR
- Additional insured endorsement with respect to HLSR and include cross liability clause for additional insured

Form MCS-90B Endorsement for Motor Carrier Policies of Insurance for Public Liability under Section 18 of the Bus Regulatory Reform Act of 1982

Workers Compensation/Employers Liability

Workers Compensation	Statutory
Employers Liability (each accident)	\$1 million
Disease – policy limit	\$1 million
Disease – each employee	\$1 million

Policy shall be endorsed:

- Specific waiver of subrogation in favor of HLSR

- Alternate Employer endorsement in favor of HLSR with respect to Workers Compensation policy

These limits may be provided by a combination of the EL policy and umbrella/excess insurance.

Umbrella/Excess

Each Occurrence	\$10 million
General Aggregate/all other claims	\$10 million

Policy shall provide coverage in excess of underlying policies listed above.

Policy shall be endorsed:

- Specific waiver of subrogation in favor of HLSR
- Additional insured endorsement with respect to HLSR

Prior to February 1, Provider and all subcontractors must submit proof of all insurance required herein.

Policies shall be issued by insurers that are reasonably acceptable to HLSR. Each required policy shall provide that such policy shall not be canceled, non-renewed or coverage thereunder materially reduced unless HLSR shall have received written notice of such event not less than thirty (30) days prior to the effective date thereof, provided that the notice period in the event of non-payment of premium shall be ten (10) days.