

**REQUEST FOR QUOTATION (RFQ)**  
**Professional Video Production Services – Utah State Fair**

Solicitation #: 26VS47

Notice is hereby given that Request for Quote will be accepted by Utah State Fair at 155 N 1000 W Salt Lake City Utah 84116 Administration Office by mail, fax, email or in person by May 29, 2026. Fax # 801-538-8455, email: [holli@utahstatefair.com](mailto:holli@utahstatefair.com)

**1. Overview**

The Utah State Fairpark (“Fairpark”) is seeking qualified vendors to provide professional video camera operators and production services, equipment, and staffing for the annual Utah State Fair and related events held in Salt Lake City, Utah.

The intent of this RFQ is to obtain clear, competitive pricing from experienced vendors capable of delivering reliable, high-quality live event video production.

**2. Event Dates & Term**

**Base Term**

- September 10–20, 2026
- September 9–19, 2027
- September 7–17, 2028

**Optional Renewal Periods**

- September 6–16, 2029
- September 5–15, 2030

The Fairpark reserves the right to award a multi-year agreement based on pricing and performance.

**3. Scope of Services**

The selected contractor will provide complete video production services, including labor, equipment, setup, operation, and strike for the following events:

A. Events

1. Utah’s Own PRCA Rodeo (3 performances)
2. Concerts / Stage Performances (3–4 performances) **Please quote separately**
3. Demolition Derby (1 performance)
4. Monster Trucks (1 performance)
5. Junior Livestock Auction (1 event)
6. Livestock Shows (static feed as scheduled)

B. **Minimum Staffing Requirements**

1. Minimum of 4 camera operators (at least one of which is a professional camera operator) per major event
2. Onsite producer/director
3. Replay / graphics operator
4. Technical support staff (as needed)

C. **Equipment Requirements**

Vendors must provide all necessary equipment, including but not limited to:

1. Broadcast-quality cameras (wireless where appropriate)
2. Live switching capability
3. Replay system
4. Graphics capability (lower thirds, sponsor logos, etc.)
5. LED screen or video wall for auction and livestock applications
6. Cabling, transmission, and support equipment

**Minimum Camera Expectations:**

7. Rodeo: 3–4 cameras
8. Concerts: 2 cameras
9. Demolition Derby: 3–4 cameras
10. Monster Trucks: 2 cameras
11. Auction: 2 cameras + LED screen/wall
12. Livestock Shows: 1 camera + display (static feed)

**D. Production Expectations**

Vendor shall provide:

1. Live video feed for in-venue display
2. Replay functionality for applicable events
3. Basic graphics (including sponsor integration when provided)
4. Commercial or sponsor playback capability
5. Event coverage suitable for audience viewing

Optional (if offered, include pricing)

6. Live streaming services
7. Highlight or recap video packages
8. Social media clips

**E. Setup & Operations**

Vendor is responsible for:

1. Equipment delivery, setup, testing, and strike
2. Coordination with Fairpark staff and event producers
3. Maintaining safe and professional work areas
4. Ensuring all systems are fully operational prior to each event

**F. Pricing Requirements**

Vendors must provide:

1. **Per-event pricing** (by event type if applicable)
2. **Total Fair pricing (all events combined)**
3. Optional add-on pricing (if applicable)

Pricing must include:

4. Labor
5. Equipment
6. Setup and strike
7. All operational costs
8. All pricing must remain **firm for 60 days** from submission.

**G. Vendor Qualification**

Vendors should demonstrate:

1. Experience with **live event video production**

2. Ability to manage **multi-camera productions**
3. Proven reliability in high-attendance environments
4. Professional equipment and trained operators

Vendors are encouraged to include:

5. Summary of relevant experience
6. Client references
7. Sample work or demo reel (link preferred)

#### **4. Budget**

The budget for this project is \$31,000.

**REQUEST FOR QUOTATION INSTRUCTIONS AND GENERAL PROVISIONS**  
**UTAH STATE FAIRPARK**

**1. PROPOSAL PREPARATION:** (a) Failure to examine drawings, or carefully read all instructions and specifications will be at vendor's risk. (b) All prices and notations must be in ink or typewritten. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by the person signing quotation. (c) Price each item separately. Unit price shall be shown and a total price shall be entered for each item quoted. The unit price will govern if there is an error in the extension. (d) Prices quoted must be firm for complete delivery of services specified. (e) Delivery of services as proposed is critical and must be adhered to.

**2. SUBMITTING THE QUOTATION:** (a) The quote must be (a) emailed to [hल्ली@utahstatefair.com](mailto:hल्ली@utahstatefair.com) Emailed quotes are submitted at the sole option and risk of the vendor and must be responsive to all conditions and specifications included in the RFQ. Modifications or corrections received after the "Due Date" will be considered late accordingly. (b) Signed in ink, sealed, and mailed, in a properly addressed envelope to the UTAH STATE FAIRPARK 155 N 1000 W SALT LAKE CITY UT 84116. The "Quote Number" and "Due Date" must appear on the outside of the envelope. (c) No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose will be paid by the Fairpark unless specifically included in the quote and accepted by the Fairpark. (d) All Policies as adopted by the Utah State Fairpark Corporation. (e) By signing the quotation the offeror certifies that all information provided is accurate; that he/she offers to furnish materials/services/ for purchase in strict accordance with the requirements of this quote including all terms and conditions; that prices quoted may not be withdrawn for a period of 60 days from due date.

**3. BONDS:** The Fairpark has the right to require a bid bond, payment bond and/or a faithful performance bond form the offeror in an amount not to exceed the amount of the contract

**4. PROPRIETARY INFORMATION:** Suppliers are required to mark any specific information contained in their quotation which is not to be disclosed to the public or used for purposes other than the evaluation of the quotation. Each request for nondisclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any quotation will not be considered proprietary. All material becomes the property of the Fairpark and may be returned only at the Fairpark's option. Quotations submitted may be reviewed and evaluated by any persons at the discretion of the Fairpark.

**5. BEST AND FINAL OFFERS:** As provided in the request for quotation and under the rules and regulations, discussions may be conducted with reasonable offerors who submit quotations determined to be reasonably susceptible of being selected for award for the purpose of assuring full understanding of, and responsiveness to, solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of quotations, and revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by a competing offeror.

**6. SAMPLES:** Samples, brochures, etc., when required, must be furnished free of expense to the Fairpark and if not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the offeror's expense.

(d) Proposals and modifications shall be time stamped upon receipt and held in a secure place until the due date. After the due date, a register of proposals shall be established. The

register shall be open to public inspection, but the proposals will be seen only by authorized staff and those selected to evaluate the proposals.

**8. ANTIDISCRIMINATION ACT:** The offeror agrees to abide by the provisions of the Utah Antidiscrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee of applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agree to abide by Executive Order No. 11246, as amended which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1009, which prohibits discrimination on the basis of disabilities. Also offeror agrees to abide by Utah's Executive Order, dated June 30, 1989, which prohibits sexual harassment in the workplace. The offeror further agrees to furnish information and reports to the Fairpark, upon request for the purpose of determining compliance with these statutes. This contract may be cancelled if the offeror fails to comply with the provisions of these laws and regulations. **OFFEROR MUST INCLUDE THIS PROVISION IN EVERY SUBCONTRACT OR PURCHASE ORDER RELATING TO PURCHASES BY THE FAIRPARK TO ENSURE THAT SUBCONTRACTORS AND VENDORS ARE BOUND BY THIS PROVISION.**

**Fairpark reserves the right to reject any or all bids or may offer a multi-year contract as a result of this bidding process.**

Question regarding this bid should be emailed to Holli Buxton, [holli@utahstatefair.com](mailto:holli@utahstatefair.com)

*\*The Fairpark reserves the right to ask any respondents for additional information. \**