

ADDENDUM NUMBER TWO TO  
REQUEST FOR PROPOSALS - INSURANCE BROKER SERVICES

Tulsa International Airport  
Tulsa Riverside (Riverside) Airport

Addendum Title: Pre-bid Communication  
Issue Date: January 28, 2026. 11:45 a.m.

This Addendum Number Two responds to questions regarding pre-bid communication and the appropriate direction of questions to this RFP:

**Pre-Bid Communication for Introductions**

There is no provision in the RFP which allows for pre-bid introductions, and TAIT will evaluate the bids as presented at the closing of the bidding period. If TAIT wants to introduce ourselves to a bidding firm after the bids are submitted, the TAIT selection committee will reach out to the representative responsible for the properly submitted responsive bid.

**Questions regarding bidding:**

**Page 9 of the Request for Proposals states the following:**

*All questions from Proposers must be submitted in writing, electronically, to [jeffshaw@flytulsa.com](mailto:jeffshaw@flytulsa.com) no later than 12:00 p.m. February 9, 2026 (question/clarification deadline).*

**Response:** In order to make sure that all questions get addressed from potential bidders in a fair and impartial manner, any question should be directed to the email above. No other questions will be entertained.

This addendum/clarification, and any other addendum/clarification will be posted at the following link on the FlyTulsa website: [Business Opportunities - Fly Tulsa](#)

**END.**

Jeff Shaw, CM, ACP  
Director of Risk and Legal Services  
Secretary, Tulsa Airports Improvement Trust  
7777 Airport Drive, Suite A217 | Tulsa, OK 74115  
O: (918) 838-5056  
[jeffshaw@flytulsa.com](mailto:jeffshaw@flytulsa.com)