# Tulsa Airports Improvement Trust
# Request for Proposals

# RFP#FY27-041-01
# On-Call Plumbing Services

Proposals must be received by December 4, 2026,
at 12:00 PM (CST)

**Tulsa Airports Improvement Trust**

Attn: Donnie Forrest,

7777 Airport Drive, Suite A211

Tulsa, OK 74115

Tulsa Airports Improvement Trust

# Request for Proposals
# On-Call Plumbing Services

## PART A – SOLICITATION REQUIREMENTS

### 1. Purpose and Operating Context

TAIT seeks a qualified, licensed plumbing contractor to provide on-call plumbing services at Tulsa International Airport and designated TAIT facilities. The contractor will support, and not replace, TAIT's in-house HVAC/Plumbing Department. TAIT may request assistance for overflow workload, specialized work, licensed work, planned projects, and urgent repairs. The airport operates 24 hours a day, seven days a week.

### 2. Contract Term and Proposal Requirements

TAIT intends to award a contract for an initial term of one (1) year, with the option to renew for up to four (4) additional one-year terms, subject to approval by the TAIT Board of Trustees and agreement of both parties.

Proposal Documents will be available November 3 through December 4, 2026, at https://flytulsa.com/business/business-opportunities/businessopportunities/. A free copy may also be requested by emailing Donnie Forrest at DonnieForrest@FlyTulsa.com.

Sealed proposals received more than ninety-six (96) hours before the scheduled opening, excluding weekends and holidays, or after the submission deadline, will not be considered and will be returned unopened.

All required affidavits, certifications, and forms, including the Non-Collusion and Interest Affidavit and Business Relationship Affidavit, must be completed and submitted with the proposal.

By submitting a proposal, the bidder confirms that it and its subcontractors have the qualified personnel, equipment, materials, and resources necessary to perform the required plumbing services.

The successful bidder must provide insurance acceptable to TAIT, including general liability, workers' compensation, automobile liability, and any additional coverage or bonding required by the contract.

TAIT reserves the right to reject any or all proposals and waive minor submission irregularities.

In accordance with TAIT's Purchasing Policy, proposals will be evaluated using Best Value criteria, considering qualifications, experience, references, technical approach, response time, service capabilities, and pricing. Award will be made to the responsive and responsible bidder offering the best overall value to TAIT, which may not be the lowest-priced proposal. Detailed evaluation criteria are provided in the Proposal Evaluation and Award section.

## 3. Service Locations

- Main Terminal – 7777 Airport Drive
- Exchange Building – 2315 North Cargo Road
- Cargo Building 1 – 2187 North Cargo Road
- Cargo Building 2 – 2161 North Cargo Road
- Cargo Building 3 – 2139 North Cargo Road
- U.S. Customs Building – 2100 North Cargo Road
- Air Traffic Control Tower (ATCT) –3316 N. Memorial Drive

Work at other TAIT-controlled facilities may be requested when authorized by TAIT and permitted by applicable access arrangements.

## 4. Scope of Services

Provide personnel, supervision, tools, equipment, transportation, and materials needed for authorized plumbing work. Tasks may include:

- Diagnosing and repairing leaks, water piping, valves, faucets, toilets, urinals, sinks, drains, and plumbing fixtures.
- Repairing and clearing sanitary sewer, waste, vent, and storm-drain components where within the contractor’s qualifications and authorized scope.
- Domestic hot- and cold-water distribution repairs, pressure and flow troubleshooting, and related equipment connections.
- Drain cleaning, camera inspection, locating blockages, and hydro-jetting when separately authorized and properly equipped.
- Supporting planned shutdowns, tenant improvements, fixture replacement, and minor plumbing modifications.
- Providing emergency isolation, temporary repairs, cleanup coordination, and recommendations for permanent corrective work.
- Testing, permitting, inspections, and code-compliant restoration when applicable.

Excluded unless expressly authorized: major capital construction, fire sprinkler systems, HVAC equipment maintenance, hazardous-material abatement, and work requiring specialty licenses not held by the contractor. TAIT may procure such services separately.

## 5. Dispatch, Response Standards, and Work Order Requirements

Contractor shall arrive on site within two (2) hours or less after TAIT dispatch for deficiencies, device and equipment failures, and noncompliance issues, including nights, weekends, and holidays. TAIT may schedule non-urgent work for a later mutually agreed time. Contractor shall provide a written quotation for repairs outside the agreed scope within twenty-four (24) hours after becoming aware of the issue.

TAIT may arrange a later response for non-urgent scheduled work.

- Contractor shall acknowledge dispatch promptly, identify the responding technician, and provide an estimated arrival time. Contractor shall provide a written quote for repairs outside the agreed service scope within twenty-four (24) hours after becoming aware of the deficiency, device or equipment failure, or noncompliance issue, as required by the original TAIT agreement. Emergency stabilization may be separately authorized by TAIT.

- Only authorized TAIT personnel may approve work. For non-emergency work, obtain a written estimate and work order before proceeding.

- For an immediate threat to life, property, or airport operations, TAIT may verbally authorize stabilization, with written confirmation to follow under TAIT procedures.

- Before departing, document arrival/departure times, work performed, parts used, equipment status, follow-up needs, and any unresolved hazards.

- Coordinate shutdowns, tenant impacts, secure-area access, and restoration with TAIT. Leave work areas clean and remove waste lawfully.

## 6. Work Authorization and Coordination

Only designated TAIT representatives may authorize work. Contractor shall obtain a work order or written approval before routine work and shall provide a written estimate when requested. For emergencies, TAIT may authorize immediate stabilization verbally, followed by written documentation; permanent repairs or costs above the approved limit require additional authorization. Contractor must coordinate utility shutdowns, disruptions, barricades, and return-to-service testing with TAIT. No subcontracting without prior written approval.

## 7. Contractor Qualifications

Respondents shall identify applicable Oklahoma plumbing contractor and individual trade licenses; demonstrate experience in occupied commercial or institutional facilities; provide at least three (3) comparable references; identify a primary and alternate 24/7

contact; and describe staffing, equipment, drain-cleaning capabilities, emergency coverage, and ability to comply with airport access requirements. Submit evidence of required insurance before contract execution. Provide a named primary contact, 24-hour dispatch contact, a staffing and backup coverage plan, and at least three recent comparable commercial or institutional references. Identify any proposed subcontractors and the services they would perform.

**8. Proposal / Quotation Submission**

Provide company information, licenses, relevant experience, references, emergency response plan, exceptions to these terms, and a completed pricing schedule. Identify any minimum billable time, after-hours definitions, mobilization fees, equipment charges, and limitations. TAIT may request clarification or interviews and may reject nonresponsive submissions in accordance with applicable procurement requirements. Include a signed cover letter, proposed approach to dispatch and work documentation, a completed Exhibit A, and any proposed exceptions. Submission instructions, question deadline, and due date:

**9. Evaluation and Award**

TAIT may award to the responsive, responsible proposer offering the best overall value in accordance with applicable TAIT procurement procedures. Proposals will be evaluated using the criteria and weights below.

## PART B – SERVICE AGREEMENT TERMS

**10. Parties, Effective Date, and Term**

This On-Call Plumbing Services Agreement (“Agreement”) is between Tulsa Airports Improvement Trust (“TAIT”), 7777 Airport Drive, Tulsa, Oklahoma 74115, and the successful proposer (“Contractor”). The Agreement becomes effective upon execution by both parties. The initial contract term and any renewal options shall be stated in the executed agreement.

**11. Non-Exclusive; No Guaranteed Work**

This Agreement is non-exclusive and provides plumbing services solely on an as-needed basis to supplement TAIT’s in-house personnel. No fixed monthly service fee applies, and TAIT guarantees no minimum number of service calls, labor hours, purchases, or contract expenditures. TAIT will pay only for services requested and authorized by TAIT and actually performed, together with approved parts, materials, and specialized equipment, at the accepted Exhibit A rates. TAIT may use its own employees or other contractors for similar work.

## 12. Pricing, Estimate, and Invoicing

Rates in Exhibit A shall include ordinary labor overhead and profit. Bill only actual authorized time worked, subject to the disclosed minimum. Time entries must identify personnel classification, arrival/departure, task, and work order. Materials shall be billed at documented acquisition cost plus the agreed markup; provide receipts upon request. No unlisted surcharge, freight markup, travel fee, or equipment rental may be billed without prior TAIT approval. Invoices shall include the work order, location, dates, itemized labor, materials, approved equipment/fees, and completion summary.

TAIT may dispute unsupported charges and require correction before payment

## 13. Work Quality, Warranty and Closeout

The Contractor shall perform all work professionally and in accordance with applicable codes, manufacturer specifications, and industry standards. The Contractor shall maintain a clean and safe work area, protect airport property from damage, and remove all debris upon completion.

The Contractor shall provide a one (1) year warranty on all labor and workmanship, beginning on the date the work is completed and accepted by TAIT. Any defects resulting from poor workmanship during this period shall be corrected at no additional cost to TAIT. All installed parts and equipment shall carry the applicable manufacturer's warranty.

Upon completion of each service call, the Contractor shall provide a service report detailing the work performed, materials used, and any recommended follow-up actions.

## 14. Safety, Environmental, and Airport Operations

Contractor shall follow applicable federal, Oklahoma, and local laws; permit and inspection requirements; TAIT airport rules, safety policies, operating directives, and applicable FAA/TSA security requirements. Contractor shall coordinate lockout/tagout, confined-space entry, hot work, excavation, utility shutdowns, water protection, and waste disposal as applicable. Contractor shall immediately notify TAIT of incidents, spills, service interruptions, or damage. No work may obstruct airport operations or restricted areas without TAIT approval.

## 15. Airport Identification and Security

Personnel requiring unescorted access to a Security Identification Display Area (SIDA) must satisfy TAIT badging and screening requirements, including applicable criminal history and security threat assessments, before receiving access. Contractor shall pay applicable badging, screening, replacement, and administrative fees; promptly report lost or stolen badges and separated employees; and return badges when required. Unbadged

personnel must follow TAIT-approved escort procedures. TAIT's current security/badging addendum and fee schedule shall control detailed requirements.

**16. Insurance and Indemnification**

Before beginning work, Contractor shall provide evidence of insurance meeting TAIT's applicable insurance requirements, as furnished by TAIT and incorporated into the executed agreement. Contractor shall comply with the indemnification provisions in the executed agreement.

**17. Changes, Default, and Termination**

TAIT may request additions, reductions, or changes in authorized work. Contractor must submit the associated cost and schedule impact for written approval before proceeding, except for authorized emergency stabilization. TAIT may terminate without cause on 30 days' written notice. For material breach, TAIT may give written notice describing the breach and a 10-day opportunity to cure, unless immediate action is reasonably required to protect safety, security, property, or airport operations. TAIT may obtain substitute services and pursue available contractual remedies. Upon termination, Contractor shall secure work areas, deliver records, and invoice only for authorized, properly performed work through the termination date.

**18. Records and Administration**

Contractor shall maintain accurate service records, permits, supporting receipts, and invoices and provide them to TAIT upon request, subject to applicable law and TAIT records requirements. Notices and authorized contacts shall be listed in Exhibit B. Contract amendments must be in writing and signed by authorized representatives.

**19. Proposal Evaluation Criteria**

Proposals will be evaluated using the following criteria. TAIT will first review proposals for responsiveness, required licensing, and ability to satisfy mandatory contract requirements.

| CRITERION | WEIGHT | What Reviewers Should Assess |
|---|---|---|
| Relevant Experience and References | 25% | Comparable occupied facilities, airport or 24-hour operations, past performance |
| Emergency Response and Staffing | 30% | 24/7 dispatch, backup coverage, ability to meet response standards |
| Technical Qualifications and Service Approach | 20% | Licenses, equipment, safety, work authorization and documentation |
| Pricing | 25% | Labor rates, after-hours rates, minimums, trip charges, and material markups |

Tulsa Airports Improvement Trust

# EXHIBIT A

## CONTRACTOR PRICING SCHEDULE

Proposers shall enter hourly rates for each of the five pricing years shown below. The final contract term and renewal options will be established in the executed agreement. Disclose all charges; enter "N/A" where a charge does not apply.

| Position/ Rate | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---|---|---|---|---|---|
| Master Plumber *(Regular)* | $ | $ | $ | $ | $ |
| Journeyman Plumber *(Regular)* | $ | $ | $ | $ | $ |
| Apprentice/Helper *(Regular)* | $ | $ | $ | $ | $ |
| Master Plumber *(After hours)* | $ | $ | $ | $ | $ |
| Journeyman Plumber *(After hours)* | $ | $ | $ | $ | $ |
| Apprentice/Helper *(After hours)* | $ | $ | $ | $ | $ |
| Master Plumber *(Holiday/Emergency)* | $ | $ | $ | $ | $ |
| Journeyman Plumber *(Holiday/Emergency)* | $ | $ | $ | $ | $ |
| Apprentice/Helper *(Holiday/Emergency)* | $ | $ | $ | $ | $ |

Contractors shall provide the additional information requested below. Response time is a commitment to arrive on site, expressed in minutes, and is not a billable charge. It must not exceed two (2) hours from TAIT dispatch.

**Additional information and permitted charges:**

| | |
|---|---|
| Materials and Parts Markup | _____ % over documented purchase cost |
| Specialized Equipment | Attach itemized equipment and rate schedule |
| Other Fees | Describe each fee and amount; enter "None" if not applicable. |

Standard business hours: _____ After-hours definition: _____

Recognized holidays: _____ 24/7 dispatch telephone: _____

Pricing notes: Hourly rates shall include transportation, travel, fuel, dispatch, standard hand tools, routine consumables, administrative overhead, and profit. Materials and parts shall be billed at documented purchase cost plus the accepted percentage markup. Specialized equipment and any other disclosed fees require TAIT approval before work. TAIT will not pay undisclosed, duplicate, or unauthorized fees.

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# Bid Schedule

| **Schedule of Events** | **Due & Time** |
|---|---|
| Bid Advertised: | November 3, 2026 – December 4, 2026 |
| Questions Due: | November 20, 2026<br>12:00 PM (CST) |
| Proposals Due: | December 4, 2026<br>12:00 PM (CST) |

## Questions and Clarifications

All questions regarding this RFP must be submitted in writing via email to Donnie Forrest at **DonaldForrest@FlyTulsa.com** no later than 12:00 PM (Noon) on Friday, November 20, 2026.

All questions and responses will be addressed through a formal addendum issued to all prospective proposers. Questions received after the deadline may not be considered.

## Optional Site Visit

Proposers interested in conducting an on-site walkthrough of the airport facilities may contact Donnie Forrest at **DonaldForrest@FlyTulsa.com** or by phone at 918-838-5109 to schedule an appointment. Site visits are optional and must be arranged in advance.

**Proposals Shall Be Due**

Proposals shall be received by the Airport on or before December 4, 2026, at 12:00 PM (CST).

Proposals must be delivered to:

**Tulsa Airports Improvement Trust**
**7777 Airport Drive – Room A211**
**Tulsa, OK 74115**
**Attention: Donnie Forrest**

Proposals must be sealed and have the following information clearly marked and visible on the outside of the envelope:

- Proposal Number
- Company Name
- Address
- Contact Name of Authorized Representative
- Phone Number

Submittal Copies: One (1) Original copy clearly marked “Original”, and one (1) Copy marked “Copy”, and one (1) USB electronic copy.

**Title VI Solicitation Notice:**

Tulsa Airports Improvement Trust, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), 28 CFR § 50.3, and 49 CFR Part 21, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner’s race, color, national origin, sex, creed, age, or disability in consideration for an award.