



## **Procurement Bidding Guidelines**

**1. The Illinois Gaming Board (IGB)** is our governing body. All vendors, both gaming and nongaming, will be required to understand and abide by the vendor-specific rules and regulations set forth by the IGB. Please visit [www.igb.illinois.gov/regs/](http://www.igb.illinois.gov/regs/).

**2. Vendor Information Packet** - All vendors are required to complete a Vendor Profile form and an IRS Form W-9. Depending on factors used to categorize vendors and value of the anticipated spend per calendar year from a vendor, the vendor may also be required to submit in-depth personal and company background information and authorize background checks for owners and officers/directors. These investigations will require disclosure of personal information.

**3. Supplier Diversity** – If your company is 51% owned and operated by minorities and/or women and/or persons with disabilities (MBE/WBE/DBE), we ask for a copy of your third-party certification. This should be submitted along with the completed Vendor Profile form.

**4. Bidding** – Rivers Casino bids our goods and/or services based on the following criteria:

- a. Purchases over \$5,000 will require written bids from at least two vendors
- b. An RFP will be issued indicating the scope of the purchase
- c. All bids must be received no later than the date and time indicated
- d. All bids must be received in hard copy or electronic format as specified
  - i. Electronically must utilize Microsoft Word or Excel.

**5. Terms & Conditions** are available on our website: [www.riverscasino.com](http://www.riverscasino.com). Choose “Vendors” tab.

Thank you for offering your goods and/or services to Rivers Casino in Des Plaines, Illinois.

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