



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/.
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/Request for Proposal (RFP)** – Jumer's Casino & Hotel bids our goods and/or services based on the following criteria:
 - a. Purchase/Contracts over \$5,000 will require written bids from at least two vendors, those over \$20,000 will require written bids from at least three vendors.
 - b. An RFP will be issued indicating the scope of the purchase/contract.
 - 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 utilizing Microsoft Word or Excel.
5. **Terms & Conditions** are available on our website: www.jumerscasinohotel.com. Choose "Vendors" tab.

Thank you for offering your goods and/or services to Jumer's Casino & Hotel in Rock Island, Illinois.

Kim Mohr

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