***Seneca Gaming Corporation***



Seneca Artwork

RFP # SGC-0095-25SDH

September 29, 2025

*Confidential*

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# Introduction

Seneca Gaming Corporation is a wholly owned, tribally chartered corporation of the Seneca Nation of Indians (the “Nation”) which operates all of the Nation’s Class III gaming operations in Western New York.

Seneca Gaming Corporation, through its wholly owned subsidiaries, owns and operates Seneca Niagara Resort & Casino in Niagara Falls, New York, Seneca Allegany Resort & Casino in Salamanca, New York, and Seneca Buffalo Creek Casino in Buffalo, New York.

For additional information, please visit our website at [www.Senecacasinos.com](http://www.Senecacasinos.com).

# RFP Objective

The Seneca Gaming Corporation is seeking proposals from artists to provide design services of new and original artwork for the following renovation projects:

* Seneca Niagara Resort & Casino – Hotel Room Renovation – Renovations to 594 rooms and associated hotel corridors scheduled to begin work in 2026.
* Seneca Allegany Resort & Casino – Seneca Café – Renovations to the existing Seneca Café Restaurant & Seneca Café Express Grab & Go.

The objective of Seneca Gaming Corporation is to integrate the Seneca Nation’s culture through artwork, designs, patterns, and features into the architecture and interior design of the project. To facilitate this, Seneca Gaming Corporation and their consultant designers have identified areas within the facility to receive these artistic applications. This RFP pertains to the gathering of artistic content to achieve this goal. Original artwork for the purposes of this RFP means unique, one-of-a-kind artwork created by an enrolled Seneca that has not been previously sold to any third party. Each project requires Design services from an enrolled Seneca Nation artist or crafts person. Reproduction Printing, framing, matting and installation shall be provided by Others.

# Scope of Services

The attached Artwork Specifications provide a description of the scope and intent of each piece of Artwork with sizes, locations, configurations of the setting, and renderings showing the adjacent materials and concept design for the space that the proposed artwork would be placed within.

Artists will be required to provide final artwork deliverables within four weeks of final Approval.

Proposers are asked to review the artwork projects in which they are interested, and complete the proposal submission in accordance with the requirements set forth for each project.

Please note that the following items will **NOT** be accepted for display, as they are considered sacred and religious in context. Proposers shall not submit any designs which include any portrayal or any item in the following list:

 \* False faces (any material)

 \* Corn Husk masks

 \* Condolence Canes

 \* Peach Stone game bowls and game dice

 \* Turtle Rattles

 \* Ceremonial dances, speeches, instruments, and songs

 \* Medicine objects and charms

**OWNERSHIP RIGHTS:**

Acceptable proposals shall only include original designs for newly-created artwork for SGC. Any reproductions, copies, imitations, and other representations do not qualify and artists will not be considered for such artwork. In addition, by submitting a proposal, the artist is representing that the artwork will be his/her own original creation and the artwork will not infringe upon the intellectual property or any other rights of any third party.

Once a proposal is accepted, an individual agreement will be prepared, which will set forth the essential terms, including deliverables, due dates, and compensation. The acceptance of a commission under this RFP shall require the artist to grant SGC and its related entities, affiliates, and sub-licensees an exclusive and royalty-free license to display, use, and produce the artwork, including without limitation, the use of reproductions of the artwork in promotional and marketing materials, and incorporating the artwork in or on promotional goods and materials. SGC shall at all times have the sole discretion with respect to the manner in which the artwork will be displayed and used. Acceptance of a proposal pursuant to this RFP does not constitute a guarantee that the commissioned artwork will be displayed or used in any particular manner; and SGC may, at any time for any reason, cease or resume use of the art. SGC reserves the right to consider Artwork submissions for reproduction in multiple artwork locations that may be designated as separate locations within this RFP.

**RESPONSIBILITIES:**

* It is the responsibility of each selected artist to coordinate his or her work with the dimensional and physical requirements set forth by the SGC and the Design team.
* It is the responsibility of each selected Proposer to deliver his or her work in accordance with the agreed upon schedule.
* All photographic images shall have a minimum 300 DPI (Dots Per Inch)
* All images require submission of a digital copy to Owner for record and/or reproduction. Preferred file formats are TIFF, PNG, PDF, or JPEG in a High-Quality Setting.

**PROPOSAL SUBMITTAL:**

All submissions for design artwork shall be original and unique to this project, and portrayed in a size, scale, and format required to adequately convey design intent and significant detail. Sketches, drawings and renderings shall not be smaller than 8.5” x 11”. Submittals for sculptural elements may be 3 dimensional in nature, and may be submitted at any scale adequate to convey design intent. Photos of the artwork shall be included in the submittal package.

# RFP Administrative Information

## Contact Information

Please use the following name and email address for all correspondence concerning this RFP.

Name Shelle Heaton

Telephone (716) 345-1594

Email sheaton@senecacasinos.com

## Schedule of Events

Pre-bid Conference: 09/29/2025

Bids Released: 09/29/2025

Bid Submission Deadline: 10/20/2025

Cultural Committee Review: 10/29/2025

## Intent to Bid

Potential Bidders must submit an email confirming their intent to bid to the Facilitator.

Submission of the intent to bid notice constitutes the Potential Bidder’s acceptance of the RFP schedule, procedures evaluation criteria and other administrative instructions of this RFP.

## Bidder Questions

Bidders must submit any questions to the Facilitator’s email address directly. *No telephone questions will be accepted or considered*.

Questions must reference the specific RFP paragraph number and page and quote the passage being questioned. SGC will respond to questions promptly and will send answers to Bidders as a group.

## Submission of Proposals

Proposals are preferred to be submitted in electronic form, preferably in PDF, JPEG, PNG, or TIFF file formats. **Note: SGC’s email system rejects incoming messages with attachments exceeding 20 MB**.

If bidder has difficulty submitting by email, bids can be hand delivered to:

Attn: Peggy Murray

Seneca Office Building

345 3th St

Niagara Falls, NY 14303

PMurray@senecacasinos.com

716-344-9675

Bidders are encouraged to confirm that the Coordinating Buyer received their bid, prior to the bid submission deadline (date and time) indicated in the above schedule of events.

Procurement must receive proposals on or before the bid submission deadline. **Proposals received after the bid submission deadline will not be considered.**

## Proposal Format

 Send RFP response with all requested information answered in the format provided, along with any supporting attachments, electronically via email as stated in (above) Section E. Submission of Proposals.

Bidders must also complete the attached excel workbook **- Exhibit A**

In addition, the following documents must be sent with your RFP response:

**Part-1 Bidder Representations and Certifications**

A corporate officer or person who is authorized to represent Bidder must complete, sign and date the Bidder Certifications and Representations, Section VII of the RFP.

**Part-2 RFP Proposal**

 Section 1: Executive Summary

The purpose of this section is to summarize your proposal for SGC evaluators and decision makers. The summary should include, at minimum, key proposal elements, your vectors of competitive differentiation and an overview of your pricing model.

Section 2: Response to Requirements

Include complete responses to all requirements outlined in the Requirements Specification section of this RFP. Reponses are to follow the outline of the Requirements Specification herein (including companion documents, if any) and refer to each requirement being addressed. Requirements that cannot be supported in whole or in part should be identified as such.

Section 3: Bidder Supplemental Information

The purpose of this section is to afford Bidder an opportunity to present necessary information that was not requested. Use this section to indicate, for example, alternative methodology or additional functionality that may be outside the scope of the RFP but could enhance the value of services delivered or potential issues that are relevant to the RFP and your proposal.

## Conditions

 Under no circumstances will responses be made available to other organizations, either wholly or in part, without Vendor’s prior written permission.

 By participating in this RFP:

* Bidder agrees that you will not directly contact any SGC employee without prior written approval from SGC. Failure to do so may revoke your invitation to participate in this RFP.
* Bidder agrees to keep confidential all information related to this RFP. Any sharing of this information without express permission will exclude Vendor from consideration. This RFP and all supporting attachments and related communications may not be duplicated or distributed in any form to any other company without prior written permission.

 Bidder agrees that all information provided in their RFP response is valid for a minimum of 90 days from the response date.

 All costs incurred by the bidder for participating in this evaluation will be the responsibility of the bidder. SGC will not reimburse any bidder costs or expenses.

 All responses to the RFP become the property of SGC.

## Proposal Evaluation/Vendor Selection

Once received, proposals for original artwork will be reviewed and approved by the Seneca Nation Cultural Representatives and the project design team. Criteria for evaluation will include, but not be limited to:

 \* Cultural relevance

 \* Artistic Merit

 \* Appropriateness for the setting

 \* Ability to deliver the work within the given schedule

 \* Price

SGC reserves the right to withdraw any individual design project from consideration in its sole discretion for any reason and at any time. The successful Proposers will be notified by SGC. All decisions by SGC will be final.

The successful Bidder(s) will be notified by email of the award of contract, conditional upon appropriate licensure through SGC’s regulatory authority, the Seneca Gaming Authority (“SGA”), and signature of a contract and/or issue of a Purchase Order. It is only following all of these actions that the successful Bidder will be considered a Vendor of SGC.

Successful Bidders must complete SGC’s Vendor Registration Form and W-9 (or equivalent for non-U.S. persons/entities). If required, they must also complete and submit to the SGA the requisite vendor license application. They are also responsible for payment of SGA processing or vendor license fees plus the Seneca Nation of Indians Business License fee as detailed in paragraph VI. C. below. Fees range from $750 to $2,500 depending upon the nature of the services. These requirements must be completed and, if applicable, the requisite SGA vendor license issued, prior to signature of the contract. Vendor licenses and fees must be renewed every two years. SGA may also, in an appropriate case, require the licensure of individual employees who perform certain services that are or may be closely associated with SGC’s casino operation. As SGA retains the discretion to make this type of determination on a case-by-case basis, SGC is unable at the RFP point in the bidding process to state definitively whether such licensure will be required in any particular case.

## General Bidder Information

This RFP does not commit SGC to award a contract, to pay any costs incurred in the preparation of the RFP, nor to procure or contract for services or supplies.

It is the policy of SGC that all Proposals are to be held unopened and confidential until after the closing date and time. At the bid opening, Proposals will be opened by procurement and are reviewed by a compliance representative.

Bid Validity. Bidder’s bid submission must remain valid for a minimum of ninety (90) days from the bid closing date.

Alternative Proposals*(if applicable)*are accepted based on the following conditions: SGC will consider alternative proposals from Bidders provided they have submitted a response based on the original requirements. The alternative Proposal will be submitted separate and apart from the basic Proposal. It is assumed that the materials included in the alternative Proposal meet all of the qualifications of the original Proposal.

Projected Volume. Bidders are advised that the volumes or quantities indicated on the RFP are for reference purposes only and must not be taken as guaranteed or as constituting representations by SGC. Actual volume and quantities may vary depending upon the needs of the SGC departments or business units for which the goods and/services are destined and fluctuations in the business cycle.

## SGC Standard Terms and Conditions

Any purchase order or contract flowing from this RFP (in the absence of language to the contrary in the contract) is subject to the terms and conditions hereof as well as to Seneca Gaming Corporation’s Standard Terms and Conditions which are available on the following website: <https://senecacasinos.com/media/zqdd2j1f/sgc-standard-terms-and-conditions-v-10-30-20.pdf>.

Reference to, or inclusion of, the Bidder’s preprinted terms and conditions with Bidder’s Proposal will not be considered as an exception to SGC Terms and Conditions.

# Supplemental Bidder Information

## Conformity of Proposal with SGC Requirements

Bidders represent and warrant that the goods and/or services provided in their Proposal will meet SGC’s requirements **as expressed in the Scope of Work contained in this RFP** and will be fit for the purpose expressed herein.

## Pricing

Please provide your most competitive pricing.

## Tax Exempt Status

Seneca Gaming Corporation is a governmental instrumentality of the Seneca Nation of Indians all of whose operations (except for its golf course) are on sovereign Seneca Territory. SGC will provide a New York State tax exemption certificate issued in the name of the Seneca Nation of Indians, as applicable.

## Payment Terms

Payment terms are Net 10 days after delivery of goods and receipt of a correct invoice.

# Vendor Requirements

## Proposal

Successful Bidders should expect that their response to the RFP and any accompanying supporting materials will be incorporated into any contract signed with SGC.

## Standard Supply Agreement

Successful Bidder will be expected to sign SGC’s standard supply agreement, subject to such changes as are necessary to reflect the terms of this RFP and Successful Bidder’s bid or proposal, and such further changes as the parties, acting reasonably, may agree.

## Seneca Nation Business Registration Fee (SNIBRF)

 Vendor must pay the SNIBRF of $750 directly to the Seneca Gaming Authority once total payment to the vendor exceeds $10,000. Failure to pay the fee when required may result in termination of further business with Seneca Gaming Corporation.

# Bidder Certifications and Representations

Bidder is a reputable company fully qualified and regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP.

Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances.

Bidder understands the requirements and specifications set forth in this RFP and affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

1. Bidder has reviewed and understood SGC’s Standard Terms & Conditions found at <https://senecacasinos.com/media/zqdd2j1f/sgc-standard-terms-and-conditions-v-10-30-20.pdf>

Bidder represents and warrants that all goods and services quoted in response to this RFP will meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.

All statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. Bidder acknowledges that SGC will rely on such statements, information and representations in selecting the Awarded Vendor. If selected by SGC as the Awarded Vendor, Bidder will notify SGC immediately of any material change in any matters with regard to which Bidder has made a statement or representation or provided information.

**I, the undersigned, hereby certify that I am authorized to sign as a representative for the Bidder listed below:**

Legal Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DBA (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Printed Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAICS code # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_