***Seneca Gaming Corporation***



Grocery Products Supplier

Coffee & Other Hot Beverage Products and Equipment Supplier

RFP # SGC-0025-25MC

January 31, 2025

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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 (SNRC) in Niagara Falls, New York, Seneca Allegany Resort & Casino (SARC) in Salamanca, New York, and Seneca Buffalo Creek Casino (SBCC) in Buffalo, New York.

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

# RFP Objective

Seneca Gaming Corporation (hereinafter referred to as SGC) is seeking proposals from experienced and qualified foodservice vendors to supply two categories of products and services to SGC’s three properties; Grocery Products and Coffee/Hot Beverage Products and Equipment. SGC may elect to award multiple, non-exclusive, primary and secondary contracts for these categories as described herein.

# RFP Administrative Information

## Contact Information

Please use the following name and email address for all correspondence with SGC concerning this RFP. Suppliers who solicit information about this RFP either directly or indirectly from other sources will be disqualified.

**Coordinating Buye**r:

Name Matthew Crvelin

Telephone (716) 501-2190

Email mcrvelin@senecacasinos.com

## Schedule of Events

RFP Issue Date: 1/31/25

Notification of Intent to Bid due: 2/5/25

Bidder Request for SGC Coffee Blend Samples due: 2/5/25

Bidder Questions due: 2/12/25

**Bid Submission Deadline: 2/21/25 by 5PM ET**

## Intent to Bid

Potential Bidders must submit an email confirming their intent to bid to the Coordinating Buyer by the date and time indicated in the above schedule of events.

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 Coordinating Buyer’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 must be submitted in electronic form, preferably in Microsoft Word and/or Microsoft Excel formats. **Note: SGC’s email system rejects incoming messages with attachments exceeding 20 MB**. 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.

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

## 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.

## Evidence of Insurance

Evidence of current insurance is to be provided to the satisfaction of SGC’s Risk Management Department. Insurance requirements vary depending upon the nature of the services and the degree of risk. Standard requirements include minimum $5 million general liability coverage (per occurrence and in the aggregate) [$10 million for construction-related contracts], $1 million automobile liability coverage, combined single limit, for all vehicles brought on-site, worker’s compensation and employer liability insurance in accordance with state law. Additional types of insurance, including, without limitation, professional liability insurance and network privacy/data security/cyber liability insurance, may be required in specific circumstances. SGC and related persons and entities will be additional insured under the general liability and automobile liability policies of insurance.

SGC’s Risk Management Department has discretion to increase, decrease, or dispense with insurance in appropriate cases. They may, in addition to or instead of insurance, require signature of a Waiver, Indemnification and Hold Harmless form by any individuals who will be present on SGC property.

For additional details, see section 22 of SGC’s Standard Terms & Conditions at <https://senecacasinos.com/media/zqdd2j1f/sgc-standard-terms-and-conditions-v-10-30-20.pdf>

## Standard Agreements

Bidders are invited to include their standard form of agreement (preferably in Word format) to form the basis of the contract should it be awarded to them. However, SGC reserves the right to utilize its own standard form of agreement.

## Proposal Evaluation/Vendor Selection

Proposals will be evaluated to determine their completeness and compliance with the mandatory requirements and qualifications specified throughout this document. Failure to comply with one or more of these requirements may result in the proposal being rejected as non-responsive. SGC reserves the right to waive deviations it deems non-material and/or to reject any and all Proposals in its sole discretion.

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”), providing proof of insurance to the satisfaction of SGC’s Risk Management Department, 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. I. 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 the contact Coordinating Buyer 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.

Minority Bidders:SGC gives priority to Bidders who are Native American, minority, women-owned or small disadvantaged businesses. If your company falls into any of these categories or has contracted with such businesses for the purpose of the proposal, please note as such on your proposal.

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.

Substitutes. Any recommended substitutions should be attached separately. *Products may require testing before acceptance. Bidder’s pricing must include the conversion calculations if your size, pack, weight, etc. is not the same as the specified product(s).* SGC solicits Bidders’ recommendation(s) for new products and/or services leading to lower costs.

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.

# Provisions Applicable to the Contract

## Agreement Term

The initial term of the contract will be three (3) years with two (2) options to renew in favor of SGC, each one (1) year in duration (each a renewal term).

Upon expiration of the initial term and exercised renewal terms, the contract will automatically renewal on a month-to-month basis for a maximum period of six (6) months, in order to allow for coordination with a new RFP process.

## Business Opportunity

Bidders may, at their option, bid on one or more of the following product and service categories:

### Grocery Products

Bidder agrees to sell and supply SGC’s requirements for grocery products (hereinafter "Products") for the following venues: Seneca Niagara Resort & Casino (SNRC), Seneca Allegany Resort & Casino (SARC), and Seneca Buffalo Creek Casino (SBCC).

### Coffee & Beverage Products and Equipment

Bidder agrees to sell and supply SGC’s requirements for coffee, other hot beverages and associated condiments and related equipment and supply services for the following venues: Seneca Niagara Resort & Casino (SNRC), Seneca Office Building (SOB), Seneca Allegany Resort & Casino (SARC), and Seneca Buffalo Creek Casino (SBCC). Bidder will supply one-cup coffee pods and condiments for use in the SNRC and SARC resorts. Coffee sold at franchised or licensed name brand outlets located within SGC’s properties, such as the Starbucks outlets at SBCC and SARC, are excluded from this contract.

## Requirements Specification

The enclosed details related to the goods and/or services in this RFP are based upon the operating department’s requirements.

Bidders are advised that the historical volumes or quantities indicated for the above products and services 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.

### Exhibit A

Please see the attachment ***‘Exhibit A – Grocery and Coffee Supply #SGC-0025-25MC’*** for questions, requirements and market baskets related to this RFP. The spreadsheet contains 7 tabs (Instructions, Bidder Overview, References, Questionnaire, Coffee and Bev Equipment, Pricing Proposal – Grocery, and Pricing Proposal – Coffee. This document must be completed and returned with your bid.

* **Tab 1 – Instructions:** Bidder feedback is not required on this tab.
* **Tab 2 – Bidder Overview:** Seeks basic information regarding your company.
* **Tab 3 – References:** If possible, references should be casino and casino-resort clients.
* **Tab 4 – Questionnaire:** Seeks feedback to questions related to your company, its products, your proposal, etc.
* **Tab 5 – Coffee and Bev Equipment:** Provides SGC’s equipment requirements.
* **Tab 6 – Pricing Proposal - Grocery:** All pricing submitted must be included in the spreadsheet; no changes to format are permitted. Failure to comply may disqualify your bid proposal.
	+ The products in this tab represent approximately 70% of SGC’s contracted grocery spend for the 2024 calendar year.
	+ Quantities provided are for bidding purposes only and are not a commitment to future purchases.
* **Tab 7 - Pricing Proposal – Coffee:** All pricing submitted must be included in the spreadsheet; no changes to format are permitted. Failure to comply may disqualify your bid proposal.
	+ The products in this tab represent all of SGC’s contracted coffee spend for the 2024 calendar year.
	+ Quantities provided are for bidding purposes only and are not a commitment to future purchases.

### Bidder Sample Request

Bidders may request samples of SGC’s custom coffee blends.

* Requested samples are shipped at bidder’s expense.
* Bidder must include all shipping information with their request.
* Bidders must specify which blends are being requested.
* Any items labeled ‘house blend’ are excluded from sample requests as these products are proprietary to SGC’s current provider.

### Coffee & Beverage Equipment

Bidder shall supply, free of charge, coffee makers and other equipment listed in Exhibit A. If additional equipment is required for SGC’s current or future locations to those listed, Bidder will supply same free of charge. Bidder agrees to inspect all equipment on a monthly basis and perform preventative maintenance, repairs or replacement machines, free of charges, needed to ensure all equipment remains at all times in good working order, safe to use under normal conditions and is suitable for its intended purpose.

#### Equipment Inspection

* Bidder supplied coffee and beverage equipment will be inspected along with a preventative maintenance on a monthly basis.
* Monthly inspections and preventative maintenance, as well as any service calls, will be documented and reported by Bidder. A report copy will be immediately provided to SGC's on-site representative, with an additional copy emailed as soon as possible to the attention of each property's Food & Beverage Director.

#### Equipment Service

* Bidder will provide service 24/7 on all coffee and beverage equipment by phone and email.
* A full-time service associate will be assigned to just the Seneca Properties along with being backed up by Bidders full-service department. A back-up service associate will cover holidays and times off.
* Bidder will carry a full line of all parts for the equipment that is provided along with extra equipment that will be stored on property {SNRC, SARC, SOB and SBCC) for swifter service.
* Bidder will do everything within its power to resolve any malfunctions and service issues (regardless of cause and party responsible) within a maximum of four (4) hours from notification.
* Response time for work to be performed on-site will be a maximum of four (4) hours for Priority-1 (urgent; i.e., serious malfunctions preventing the operation of equipment or any malfunction or defect injuring an employee) service calls and twenty-four (24) hours for Priority-2 (all other)
* Bidder will have a dedicated service technician assigned to work with the four current SGC properties (SNRC, SOB, SARC and SBCC); on call for emergencies as well as the suggested and agreed upon periodic service maintenance requirements.
* Dispensing tubes for the liquid coffee machines will be replaced every 6 months to ensure proper dispensing of the product.

#### Staff Training

* Bidder will train the staff at all locations on the proper operation and cleaning of all coffee and beverage equipment. Training to take place at SGC's various properties and will last approximately 90 minutes.
* A copy of applicable service manuals will be distributed to all SGC properties.
* Every quarter after the initial install Bidder will do a follow up training for all new Seneca personnel

### Product Testing

SGC reserves the right to perform product testing and change product brands on any product during the agreement term, including renewal terms.

### Order Confirmation

The vendor is responsible for the following at the time a PO is processed.

* Confirmation of receipt of the order.
* Notification to SGC of any potential short-ship/backorder items or items with extended lead times.
	+ SGC does not accept backorders after items have been received against the PO.
	+ In the event that an order contains an item(s) with an extended lead time, all other products on the order should be delivered as requested and the item(s) with an extended lead time will need to be re-ordered on a separate PO.
* Notification to SGC of any potential substitute options.
	+ Substitute options must include specs and pricing.
	+ Do not send substitutes without a new or updated PO. Substitutes will not be accepted without a PO for that specific item.
* Notification to SGC of any discrepancies, including pricing, description, pack size, part number, etc.

### Palletization of Products

Bidder will palletize products in accordance with the following specifications:

* Standard 48”x40” pallets or smaller
* Items cannot overhang pallet edges
* All pallets must be shrink-wrapped
* Pallet height must not exceed 72”, including the pallet height
* Only pallets with no center support or one center support are acceptable
* All Pallets must be loaded straight forward in trucks – no side loading.
* Non-compliant shipments will be returned at the Bidders expense.

### Deliveries

SGC’s delivery schedule preferences are as follows:

* SNRC – Monday, Wednesday, Friday
* SBCC – Monday, Wednesday, Friday
* SARC – Tuesday, Thursday, Saturday

### Delivery Outages

Delivery outages must be held to a maximum of 2% excluding substitutes and a maximum of 1% on “center of the plate” grocery products, with all substitutes having to be approved by SGC prior to delivery.

* Substitutes must be of equal or higher quality than the product originally ordered. Should there be a price difference between the ordered product and the substituted product SGC will be charged either the price of the normally ordered product or the price of the substitute, whichever is lower.
* If critical product orders are not delivered completely, the vendor must correct the situation within four (4) hours.
* If SGC has to buy a product from another source due to shortages that occur, the Bidder will reimburse SGC for any difference in the purchase price, if the alternate product costs more than the originally ordered product, and for any additional labor incurred by SGC.

### Emergency Plan

Bidder must include with its proposal an emergency recovery plan for shipping errors, shortages, weather related problems and emergency deliveries. This plan should allow for same day deliveries for emergency orders placed before noon.

### Demonstrations

Bidder must provide food demonstrations as required, as well as help conduct any special training on new product or equipment where applicable.

### Product Samples

SGC reserves the right to test samples of products to determine quality and acceptability. Product samples must be provided free of charge.

### Additional Items

Bidder must be reasonably willing to source and warehouse, as necessary, new products, as requested by SGC.

### ServSafe® Food Handler Training

Bidder will facilitate up to two (2) training sessions per property, per year, as requested, for current and future SGC food service employees, at no cost to SGC. SGC will cover costs associated with training materials and employee testing.

### Refrigerated Storage

* Bidder will provide SGC assistance for special functions (e.g., provide refrigerated trucks for the annual employee turkey giveaway) at least twice a year at no cost to SGC.
* Bidder will provide SGC assistance during unforeseen failures of SGC’s refrigerated storage infrastructure (e.g., provide a refrigerated truck[s]) at no cost to SGC.

### SGC Employee Turkey Giveaway

* Bidder must advise SGC of the optimal time to source turkeys for the annual SGC employee turkey giveaway.
* Bidder must be able to store turkeys onsite *(typically purchased in March/April)* until requested delivery date *(November).*
* Bidder must be able to provide a refrigerated truck to each SGC property (SNRC, SBCC, and SARC) for the entirety of the event (typically four days, including trailer drop-off and pick-up).

### Recall/Credit Policy

Please include with your proposal a copy of your current policy.

### Vendor Communication

Please include with your proposal annual communication plan that addresses the following topics:

* Quarterly meeting/review- what will this entail, data, market watch etc.
* New product ideas - share innovative product cuts, suggest smart product changes where we are not achieving maximum buy/sell potential.
* Product Mix Review – Share potential opportunities to condense SGC’s product mix.
* Revenue generating /savings ideas- discuss how you will commit to helping SGC cut costs while not reducing quality.

### Transition Assistance

Should SGC change its current primary and/or secondary source(s) for products and services, including equipment, there may be residual item stocks or equipment that the Awarded Vendor must acquire pick-up and store from the current source.

## Market Basket Pricing

Bidder may, at their option, bid on one or more of the following categories:

* Grocery Products
* Coffee and Beverage Products and Equipment

Bidder must use the attached Exhibit A spreadsheet to submit their price proposals. Bidder should identify categories, sub-categories or individual items they decide not to bid (“no bid”) or are unable to supply.

SGC’s preference is to receive bids for the brands specified. However; if Bidder is unable to supply the specified brand, Bidder may propose alternative brands of equal or superior value.

## Price/Fee Structure and Terms

Cost Plus Pricing terms will apply to Grocery Products and Coffee and Beverage Product categories.

* Bid Price = Bidder Cost + Fixed Mark-Up

Bidder price quotes based on documented Bidder costs plus a fixed mark-up. Bidder’s fixed mark-up percentages may vary across product sub categories presented.

## Rebates/Allowances

Please provide a summary of all available rebates, discounts, and other incentive plans available.

## Open Book Pricing

SGC reserves the right to conduct an independent accounting of contracted Products delivered and amounts payable/paid, with a view to ensure compliance with the pricing, rebates/allowances and other provisions of a formal agreement with the Awarded Vendor, either through Buyers Edge, LLC or other outside audit firm SGC may designate from time to time.

## Order Management

### Electronic Order Interface

Bidder agrees that Electronic Data Interchange (EDI) will be the primary protocol for exchanging order and pricing information, at minimum. At minimum, Bidder will support the EDI X12 standard file exchange for price Guide (832), PO (850), PO Acknowledgement ((855) and Functional Acknowledgement (997).

### Product Identifier Cross-Reference Maintenance

Bidder will be responsible for mapping and maintaining item cross-references between its product catalog and SGC’s item master, at no cost to SGC.

## 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

SGC standard payment terms are Net 30 days after delivery of goods and/or services and receipt of a correct invoice. Bidder is encouraged to indicate any additional early payment/ discount terms in its Proposal. It is the policy of SGC not to provide deposits unless significant discounts or special circumstances apply.

# Supplemental Bidder Information

## Business Continuity

For RFP’s involving strategic commodities/services, provide an overview of your disaster recovery/business continuity plan (the “Plan”). The Plan indicates how Bidder minimizes the risk of interruption to Bidder’s ability to provide the goods and/or services contemplated in this RFP in the event of specified occurrence ; Bidder’s critical supplier strategy to ensure continuity of suppliers in such event; and Bidders process or criteria for prioritizing customer demands during a crisis.

## 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.

# 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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