***Seneca Gaming Corporation***



 Table Game Layouts Supply

RFP # SGC-0049-22MD

May 11, 2022

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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

Seneca Gaming Corporation (hereinafter referred to as SGC) is seeking a qualified vendor for the purchase of Table Game Layouts for Blackjack, Roulette, Craps, Mini/Midi Baccarat, Pai Gow Poker, and various novelty games on the floor at all three SGC casino properties; Seneca Niagara Resort & Casino, Seneca Buffalo Creek Casino, and Seneca Allegany Resort & Casino.

# 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 Michael Dzielski

Telephone (716) 501-2670

Email mdzielski@senecacasinos.com

## Schedule of Events

RFP issue date: 5/11/22

Notification of intent to bid due: 5/13/22

Bidder questions due: 5/16/22

**Bid Submission Deadline: 5/25/22 by 5:00 PM Eastern Time**

## 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 encourage 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.**

## Proposal Format

**Bidder proposals must conform to the following proposal format**:

**Part-1 Company Overview**

Section 1: Company Overview

Provide a brief description of the overall organization of your company including the location of corporate headquarters, primary industries and markets served, how long the company has been in business and what experience your company has serving multi property and Native American-owned casinos and casino resorts, if any.

Section 2: References

Include a minimum of three contracts for goods or services similar to those in the RFP’s Requirement Specifications that were awarded within the last three (3) years, along with contact information for each client reference. Wherever possible, include casino and casino-resort clients in these references.

**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.

Section 4: Product and Service Delivery

This section summarizes for your standard fulfillment processes, including delivery scheduling, response to emergency orders, disaster recovery and equipment installation, maintenance, repair and replacement plans.

**Part-3 Pricing Proposal and Quotes**

Section 1: Pricing Model and Terms

This section summarizes Bidder’s pricing model and applicable terms. Additional offers, discounts, rebates, etc. should be noted separately. Where applicable, pricing should cover the entire term of the contract indicated in the RFP, including any options to renew, where applicable.

**Part-4 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-5 Appendix**

Appendix-A: 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>

Appendix-B: 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 (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.

## Requirements Specification

Specifications:

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

**Layouts:**

Annual usage 2021

* Seneca Niagara Casino: 139
* Seneca Buffalo Creek Casino: 101
* Seneca Allegheny Casino: 61

Current Layouts (Subject to Change)

Seneca Niagara Casino

|  |  |
| --- | --- |
| SGC Item Number | Item Description |
| 4050650001 | LAYOUT SNRC 6S PGS BETSET BJ STAND 203485V2 |
| 4050650025 | LAYOUT SNRC 6S RM BJ STAND 203484V1 |
| 4050650032 | LAYOUT SNRC 6S PGS HOUSEMONEY BJ STAND 203483V2 |
| 4050650035 | LAYOUT SNRC 7S PGS BETSET HIT 203482V2 |
| 4050650036 | LAYOUT SNRC 12' CRAPS 12'CRAPSV1 202460 |
| 4050650042 | LAYOUT SNRC 7S PGS ROYAL MATCH HIT 203481V2 |
| 4050650046 | LAYOUT SNRC 7S PGS HOUSE MONEY HIT 203479V2 |
| 4050650062 | LAYOUT SNRC 6S PGS BJ\_3TO2 203478V1 |
| 4050650077 | LAYOUT SNRC 7S DBMINI BACC 203467V1 |
| 4050650078 | LAYOUT SNRC 7S PGS MINIDBBACC 203468V1 |
| 4050650083 | LAYOUT SNRC AMERICAN ROULETTE RIGHT HAND 203465 |
| 4050650086 | LAYOUT SNRC FORTUNE PAI GOW POKER 203480 |
| 4050650092 | LAYOUT SNRC THREE CARD POKER 203477V2 |
| 4050650094 | LAYOUT SNRC MISSISSIPPI STUD POKER 203476 |
| 4050650101 | LAYOUT SNRC LET IT RIDE BONUS 203473 |
| 4050650103 | LAYOUT SNRC SPANISH 21 BLACKJACK 203474 |
| 4050650104 | LAYOUT SNRC ULTIMATE TEXAS HOLDEM 203475 |

 Seneca Buffalo Creek Casino

|  |  |
| --- | --- |
| SGC Item Number | Item Description |
| 4050650005 | LAYOUT SBCC RED/SPORTS 12 CRAPS SPORTS 14740V5 |
| 4050650106 | LAYOUT SBCC BJ 6S PGS HOUSEMONEYSTAND 203499V2 |
| 4050650112 | LAYOUT SBCC BJ 6S PGS BETTHESET21 STD 203501V2 |
| 4050650115 | LAYOUT SBCC BJ 7S PGS ROYALMATCH21 HIT 203504V2 |
| 4050650116 | LAYOUT SBCC BJ 7S PGS HOUSEMONEY STD 203505V2 |
| 4050650117 | LAYOUT SBCC BJ 7S PGS BETSET21 HIT 203502V2 |
| 4050650120 | LAYOUT SBCC BJ 7S PGS HOUSEMONEYBJ SPORTS |
| 4050650121 | LAYOUT SBCC SPECIALTY GAME LAY 6S PGS SPANISH21 |
| 4050650123 | LAYOUT SBCC BJ 7S PGS HOUSEMONEYBJ HIT 203503V2 |
| 4050650124 | LAYOUT SBCC SPECIALTY GAME LAY 6S MISSSTUD 3CB |
| 4050650126 | LAYOUT SBCC BJ 7S RM21 STAND 203506V2 |
| 4050650127 | LAYOUT SBCC BJ 7S PGS BETSET21 STAND 203507V2 |
| 4050650128 | LAYOUT SBCC BJ 7S PGS BETSETSPORTS 203509V2 |
| 4050650129 | LATOUT SBCC RH/LH ROULETTE RH00BLAZEROUL |
| 4050650130 | LAYOUT SBCC ROULETTE PGS RHOOROUL 203531V2 |
| 4050650131 | LAYOUT SBCC SPECIALTY GAME 6S PGS MS STUD 3 CB |
| 4050650134 | LAYOUT SBCC SPECIALTY GAME 6S PGS UTH 203525V1 |
| 4050650135 | LAYOUT SBCC SPECAILTY GAME 7S PGS THREECARDPOKER |
| 4050650136 | LAYOUT SBCC MINI BACC STD 7S PGS DBMINIBACC |
| 4050650138 | LAYOUT SBCC SPECIALTY GAME 7S PGS THREECARDPOKER |
| 4050650148 | LAYOUT SBCC 6S ROYAL MATCH 21 203500V2 |
| 4050650150 | LAYOUT SBCC BJ HOUSEMONEY 6SPT SPORTS 204711V1 |
| 4050650151 | LAYOUT SBCC BJ BETSET21 SPORTS 6SPT STD 204712V1 |
| 4050650153 | LAYOUT SBCC HM 7SPT SPORTS STAND 204719V1 |
| 4050650155 | LAYOUT SBCC BJ BTS21 7SPT SPORTS STAND 204715V1 |
| 4050650156 | LAYOUT SBCC BJ SPANISH21 SPORTS 204713V1 |
| 4050650159 | LAYOUTS UTH SPORTS 204708V1 |
| 4050650163 | LAYOUT SBCC SBC MB7 SPORTS 204722V1 |
| 4050650164 | LAYOUT SBCC 12 CRAPS SPORTS 14740V5 |

 Seneca Allegheny Casino

|  |  |
| --- | --- |
| SGC Item Number | Item Description |
| 4050650108 | LAYOUT SARC CRAPS 12' BLACK 203692V1 |
| 4050650139 | LAYOUT SARC BJ 6S PGS MTD STAND 203709V1 |
| 4050650140 | LAYOUT SARC BJ 6S PGS INBET STAND 203706V1  |
| 4050650142 | LAYOUT SARC BJ 6S INBET HIT 203707V1 |
| 4050650143 | LAYOUT SARC SPECIALTY 7S PGS UTH 203711V2 |
| 4050650144 | LAYOUT SARC SPECIALTY 6S PGS MISSSTUD 203710V1 |
| 4050650145 | LAYOUT SARC SPECIALTY 7S PGS THREECARDPOKER 6CB |
| 4050650146 | LAYOUT SARC SPECIALTY 6S PGS SPANISH 21 203712V1 |
| 4050650147 | LAYOUT SARC SPECIALTY 7S PGS LIR 3CB 203691V1 |

**General:**

* Vendor must be able to provide all layouts.
* Layouts must be manufactured in-house (no sub-contracting).
* Describe your available fabric options in detail. Fabric must be durable, stain resistant, and flame retardant.
* Vendor must supply two (2) samples of each style layout for SGC testing purposes.
* Describe your available printing process/processes.

**Delivery:**

* Include standard lead times from receipt of PO until shipping.

**Pricing:**

* SGC prefers fixed pricing during the term of the contract.
* If pricing cannot be fixed during the term, please state the maximum increase percentage for years 2 and 3 of the contract as well as both option years. Pricing must be guaranteed for the first year.
* Include unit price per layout for the following
	+ With printing
	+ Without printing
* List artwork costs for the following:
	+ SGC supplied artwork
	+ Vendor supplied artwork

## Pricing and Payment Terms

Please provide your most competitive pricing and any additional offers.

## 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

## 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 # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_