



## Procurement Bidding Policies

1. The **Pennsylvania Gaming Control Board** (PGCB) is our governing body. All new winning Vendors will be required to submit a completed Due Diligence Form which allows us to notify the PGCB that we are starting to do business with your company. In addition, the PGCB has two different licensing categories:
  - a. **Registration:** The total dollar amount of the order(s) is greater than \$100,000, but less than \$500,000 in 12 consecutive months with all casinos in Pennsylvania. We will notify you to start the application process when you reach \$50,000 with our property during a rolling 12 month period. The application requires background information on the company and its principal individuals. The application fee is \$500+ and the Registration fee is \$2,000 which is good for 4 years.
  - b. **Certification:** The total dollar amount of the order(s) is or will be greater than \$500,000 in 12 consecutive months with all casinos in Pennsylvania. We will notify you to start the application process when you reach \$350,000 with our property during a rolling 12 month period. The application fee is \$1,500+ and the Certification Fee is \$4,000 which is good for 4 years.
  
2. **Supplier Diversity** – If your company is 51% owned and operated by Minorities or Women, we will ask for a copy of your 3rd party certification. If you are not certified, we will recommend you to the appropriate certifying agency. If your company is not owned by Minorities or Women, then we will request what Minority or Women owned companies that you buy your goods and/or services from that are applicable to our orders.
  
3. **Private Enterprise** – As a private gaming enterprise in the Commonwealth of Pennsylvania, we are subject to a 55% tax on our slot revenue and as such we choose to bid our goods and/or services based on the following criteria:
  - a. All bids are done electronically utilizing Microsoft Word or Excel.
  - b. Orders expected to be over \$1,000 require 3 bids and will be done on a RFQ.
  - c. Orders expected to be over \$25,000 require 3 bids and will be done through a RFP.
  
4. **Terms & Conditions** are available on our website [www.theriverscasino.com](http://www.theriverscasino.com).

Thank you for offering your goods and/or services to Rivers Casino.

**April Thorpe | Director of Procurement**

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