



## 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 IGB. Please visit <https://www.igb.illinois.gov/>
2. **Vendor Information Packet** – All vendors are required to complete a vendor packet 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 Packet form.
4. **Bidding/Request for Proposal (RFP)** – Bally's Quad Cities Casino and Hotel bids out goods and/or services based on the following criteria:
  - Purchase/Contracts over \$2,500 will require written bids from at least two vendors, those over \$10,000 will require written bids from at least three vendors.
  - An RFP will be issued indicating the scope of the purchase/contract.
  - All bids must be received no later than the date and time indicated.
  - 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.ballysquadcities.com](http://www.ballysquadcities.com) – choose vendor tab.

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

Kim Mohr  
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**777 Bally Blvd., Rock Island, IL 61201**  
**[www.ballysquadcities.com](http://www.ballysquadcities.com)**

**If you or someone you know has a gambling problem, crisis counseling, and referral services can be accessed by calling 1-800-GAMBLER (1-800-426-2537).**