



REQUEST FOR PROPOSAL (RFP) FOR INTERNAL/EXTERNAL MONITORING SECURITY

Issued by: Buffalo Urban League, Inc.

Date: 10/30/2025

RFP Number: 15GENSECURITY2025

1. INTRODUCTION

Buffalo Urban League, Inc. is seeking sealed bids from qualified resellers of the Verkada Security Solution to perform internal and external security monitoring at 15 Genesee Street, Buffalo, New York 14203. The selected bidder must comply with all applicable federal, state, and local laws, including New York State **procurement, labor, and safety regulations, OSHA Safety Standards, and the New York State Building and Energy Code.**

2. SCOPE OF WORK

- **Video Surveillance:** Comprehensive outdoor coverage with a two-device setup (dome + telephoto bullet) for extended person detection range in the rear parking lot. Interior cameras will use the **CM42** models.
- **Access Control:** Reader-only installation at entry points with a modern card/phone tap system.
- **Intercom:** **TD33** intercom at the main entrance.
- **Alarm System:** Installation of an alarm panel and keypad.

3. BIDDER QUALIFICATIONS

To be eligible, bidders must:

- Be **licensed and insured** to perform installation work in New York State.
- Demonstrate at least **three (3) years** of experience with similar security solution projects.
- Provide **three (3) references** for similar projects.
- Authorized reseller of Verkada products.
- Provide a certificate of insurance meeting the following minimum coverage:
 - General Liability: **\$1,000,000**
 - Workers' Compensation: **\$1,000,000**
 - Professional Liability: **\$1,000,000**

4. RESERVATION OF RIGHTS

Buffalo Urban League, Inc. reserves the right to:

- Reject any or all bids.
- Waive informalities or irregularities.
- Cancel or modify this solicitation.
- Award the contract in the best interest of the organization.

5. PROCUREMENT METHOD & BID SUBMISSION

- This procurement will follow a **sealed bid process** in compliance with New York State law.
- Bids must be submitted in a **sealed envelope**, clearly labeled "**Sealed Bid – RFP INTERNAL/EXTERNALSECURITY2025**", to:

**Buffalo Urban League, Inc.
Attention: Director of Purchasing
15 Genesee Street
Buffalo, New York 14203**

- Bids must be received **no later than 11/13/2025 by 5:00 PM EST**. Late submissions will not be considered.

6. SITE VISITS

- Site visits may be arranged through the RFP contacts listed in section nine (9) during business hours.

7. EVALUATION & SELECTION CRITERIA

Sealed bids will be opened **on 11/19/2025 by 2:00 PM EST at 15 Genesee Street, Buffalo, New York 14203**. The contract will be awarded to the contractor that best meets the organization's interests and scope requirements. Evaluation criteria include:

- Cost Proposal (40%)
- Compliance with scope requirements (35%)
- Experience and qualifications (20%)
- MWBE participation plan (5%)

8. CONTRACT

The selected bidder will be required to enter a formal contract with **the Buffalo Urban League, Inc.**

9. INTERNAL/EXTERNAL SECURITY MONITORING REQUEST FOR PROPOSAL (RFP) CONTACTS:

The primary or secondary contacts must address any questions regarding this RFP.

Primary Contact

Kito Hill
Director of Purchasing
Buffalo Urban League, Inc.
15 Genesee Street
Buffalo, New York 14203
United States
Phone: 716-907-1284
Email: khill@bulny.org

Secondary Contact

Joseph Ricchiazzi
Chief Financial Officer
Buffalo Urban League, Inc.
15 Genesee Street
Buffalo, New York 14203
United States
Phone: 716-250-2407
Email: jricchiazzi@bulny.org

10. ALL TECHNICAL QUESTIONS SHOULD BE DIRECTED TO VERKADA IN-HOUSE ENGINEER.

Engineer Contact

Derek Pastor
Verkada
Email: derek.pastor@verkada.com

This RFP ensures **compliance with New York State procurement laws**, maintains a fair, competitive, and transparent sealed-bid process, and adheres to Buffalo Urban League, Inc.'s procurement policy.