

Longwood Gardens
Public Safety Response Fleet Enhancement - Vehicles

REQUEST FOR PROPOSAL
August 29, 2024

PROPOSALS DUE
September 6, 2024



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A. INTRODUCTION

A.(i.) BACKGROUND

One of the world’s great gardens, Longwood’s story is one of legacy, innovation, and stewardship. Our Gardens are a living expression of all that our founder, Pierre S. du Pont, found inspiring, meaningful, and beautiful. From the intricate fountain systems to the meticulous gardens to the architectural grandeur, awe-inspiring discoveries await at every turn.

In 1906, Mr. du Pont purchased the Peirce Arboretum to save its trees from being cut for lumber. Over the next nearly half century, Mr. du Pont developed Longwood Gardens into what it is today, a magnificent horticultural showplace.

Longwood Gardens now encompasses over 1,100 acres of gardens, woodlands, and meadows. With over 11,000 types of plants, unique fountain displays, educational and visitor programming, 400 performances a year, and an annual attendance of over 1,600,000, Longwood is an active public garden and a significant economic force in the greater Philadelphia region. Longwood Gardens is recognized as a vital part of the thriving arts and cultural community and a leader in public gardens.

Longwood has achieved “gold standard” status among public gardens worldwide. It is renowned for its stately grounds, superb horticultural displays, accomplished staff, and innovative programs. Together with our forward-looking President/CEO, the Board of Trustees began the process of planning Longwood’s future. In 2008, Longwood engaged Lord Cultural Resources to facilitate the development of a Visionary Master Plan that would guide the development of the garden. Through a comprehensive and inclusive process, Longwood established its long-range vision and strategic goals to assist in realizing this vision. Additional strategic plans were initiated to continue to evolve the Gardens in 2016 and again in 2023. Longwood is once again embarking on a comprehensive planning process to further position us as one of the world’s most influential gardens and cultural organizations. This initiative incorporates a new strategic plan, a refreshed site master plan, and a business plan.

This vision is expressed in Longwood’s foundation statements, which are included below.

Mission Statement:

Longwood Gardens is the living legacy of Pierre S. du Pont bringing joy and inspiration to everyone through the beauty of nature, conservation, and learning.



Vision Statement:

We envision a world where beauty is accessible to all. We are leaders and innovators in the art and science of horticulture. We present extraordinary experiences to bring pleasure, foster well-being, and spark imagination. We enrich society through learning and training programs, research, stewardship of the land, and community engagement.

A.(ii.) INSIGHTS & OBJECTIVE

The results of Longwood's various planning efforts are qualitatively and quantitatively significant. Today, Longwood is positioned as a 21st century leader in experiential horticultural training, horticultural conservation, and public garden best practices. Included within the daily operation of Longwood Gardens is the patrol, monitoring and response through our Public Safety Division.

The Longwood Public Safety and Security Division provides responses to visitors, staff, and residents, operating 24/7, 365 days a year. The division patrols, monitors, and responds to incidents outside of normal operating hours, with its current vehicles averaging 13.5 hours per day of use. As such, Longwood is proposing to acquire new security fleet vehicles.

Longwood Gardens began a strategic initiative several years ago to standardize the fleet to Ford vehicles. This includes an investment in a Factory Ford diagnostic tool, which requires an annual subscription fee to keep the Ford tool operable and current, membership in the Ford Fleet Network, and an inventory of some Ford products/parts for in-house maintenance. Additionally, the Longwood Gardens maintenance personnel are highly qualified and experienced working with and repairing Ford vehicles.

The current Public Safety and Security Division fleet of vehicles includes two Ford F150 pickup trucks, two Ford Explorer/Police Interceptors, and overall, of the 82 on-road vehicles in the entire Longwood Gardens fleet, a total of 69 of those are Ford brand vehicles.

Longwood Gardens is a Delaware non-profit corporation, tax-exempt under IRC Section 501(c)(3) and organized as a private exempt operating foundation. Longwood is seeking proposals from qualified firms to provide that include:



- Ford F150 or equivalent – 2 Passenger – Long-Bed 4X4 Pickup Truck with Lift Gate
Quantity = 1
- Ford F150 or equivalent – 2 Passenger – Long-Bed 4X4 Pickup Truck
Quantity = 1
- Ford F150 – SuperCrew or equivalent – 4X4 Pickup Truck
Quantity = 1
- Ford Explorer – Police Interceptor or equivalent – Utility AWD
Quantity = 4
- Ford Transit 350 or equivalent – RWD – Medium Roof Van
Quantity = 1

It is our intention and preference to procure vehicles that conform with the existing fleet. Please reference APPENDIX – CURRENT LONGWOOD GARDENS FLEET VEHICLE FEATURES.

- All vehicles and other service items must be most current year, make and model.
- All Vehicle Exterior Color should be Oxford White or equivalent.
- All trucks must include protective “Backrack” (or equivalent) unit – Aluminum Body Style – No Drill Hardware Kit.
- Liftgate for F150 or equivalent Long-Bed 4X4 Pickup as follows:
 THIEMAN TT 15EPB 5626+5 EXP or equivalent
 1500 LB CAP
 DUAL CYLINDER LIFT
 PUSH BUTTON CONTROLS
 TWO PIECE NON-TOWING BUMPER
 ONE PIECE EXPANDED METAL PLATFORM
 LOAD AREA 56" WIDE X 26" DEEP
 5" TAPERED/FIXED RAMP
 BED RANGE 30" TO 45"
 POWER UP GRAVITY DOWN
 BLACK FINISH

Bidders should be aware that this scope of work is funded in part, by American Rescue Plan Act (ARPA) funds, and as such, all requisite federal laws, regulations, executive orders, terms and conditions further outlined in the attached Grant Contract apply. Labor undertaken in relation to this scope of work is subject to PA Prevailing Wage Act requirements. Bidders shall submit bids on a fixed price basis. The contract shall be awarded on this basis to the lowest responsible bidder.



B. INFORMATION REQUESTS

- i. Provide a brief summary of your firm. (Brochures and marketing materials may be included as an appendix but should not take the place of a brief written response). Please also:
 - a. Describe your experience and expertise serving clients in the not-for-profit sector and more specifically, those with venues open to the public.
 - b. Describe what differentiates your firm from your competitors.

- ii. Fees and Expenses:
 - a. Provide separate fee schedules for the vehicles to be provided under your proposal.
 - b. Please include your policy with respect to billing for ad hoc inquiries and requests that arise during the course of business, as well as out-of-pocket expenses. Provide a detailed list of charges you consider out-of-pocket expenses.
 - c. Please describe your firm's policies and procedures with regard to fee increases and scope changes.

- iii. Financial Information and References:
 - a. Provide your most recent financial statements.
 - b. Provide three references from non-profit clients for the representative that would be assigned to the engagement team. Please note: we will contact client references only after obtaining approval from your firm.



C. SUBMISSION PROCESS & EVALUATION CRITERIA

The following timeline is expected to apply to this process:

RFP released	August 29, 2024
Receive confirmation to bid	September 2, 2024
Deadline for questions related to the RFP	September 4, 2024
Deadline for RFP responses	September 6, 2024
Candidate selection	September 10, 2024

Please submit a PDF copy of your proposal on or before Friday, September 6, 2024, by 5PM EST. Appendices may be included to provide additional information. Respondents are encouraged to ensure that submissions are succinct, clearly organized, and legible.

Respondents shall submit all questions and electronic documents to:

bids@longwoodgardens.org
Chris Benevento
Vice President, Guest Services and Operations
Longwood Gardens



APPENDIX – CURRENT LONGWOOD GARDENS FLEET VEHICLE FEATURES

Ford F150 Pickup or equivalent –4WD

Color: Oxford White

Interior: Dark Slate Vinyl 40/20/40

Features-

Exterior:

- Daytime running lamps
- Capless fuel filler
- Fully boxed steel frame
- Halogen or LED reflector headlamps
- Auto high beam headlamps
- Auto headlamps (on/off)
- Locking removable tailgate
- Manual fold power mirrors
- Pickup box tie down hooks
- Trailer sway control
- Intermittent wipers

Interior:

- Minimum 4” productivity screen
- A/C with automatic climate control
- Cruise Control
- Power door locks
- Dual sun visors
- Illuminated entry
- Message center including: outdoor temperature readout, compass, trip computer
- Tilt/telescoping steering column

Functional:

- AM/FM Stereo
- Blis with cross-traffic alert
- Class IV trailer hitch with smart trailer tow connector
- 5G WiFi hotspot modem
- Hillside start assist
- Lane-keeping safety system



- Post-collision braking
- Rear view camera and reverse sensing

Safety/Security:

- Airbags – front seat, side impact, safety canopy
- Center high mount stop lamp
- Perimeter alarm
- Post-crash alert system
- Stolen vehicle system – minimum 1 year plan
- Tire pressure monitor system

Warranty:

- 3yr/36,000 mile bumper to bumper
- 5yr/60,000 mile powertrain
- 5yr/60,000 mile roadside assist
- 8yr/100,000 mile hybrid battery

Optional Equipment:

- 17" silver steel wheels
- 17" BSW all-terrain
- 3.73 ratio regular axle
- Front license plate holder
- Tow technology package
- 360-degree camera package
- Platform running boards (black)
- 50-state emissions
- Rear-window defroster
- LED side-mirror lights
- Vinyl 40/20/40 front seat
- Privacy glass
- Bedliner – Toughbed Spray liner or equivalent



Ford Explorer – Police Interceptor or equivalent – Utility AWD

Color: Oxford White

Interior: Ebony Cloth Front/Vinyl Rear

Features-

Exterior:

- 18” steel wheels and BSW police tires
- Class III hitch receiver
- Dual exhaust system
- Auto LED headlamps (on/off) including front housing w/ LED wig-wag
- Full size (18”) spare tire
- Manual fold dual power mirrors
- Privacy glass 2nd/3rd row
- Key locks (driver/passenger/rear gate)
- Intermittent wipers

Interior:

- 35/30/35 split vinyl rear
- Cruise Control
- Power door locks
- A/C with automatic climate control
- Black vinyl floor covering
- Cloth bucket front seats
- Console mounting plate
- Engine hour/idle meter
- Power driver seat with 6-way lumbar support
- Dual sun visors
- Red/white task lighting
- Seatback intrusion plates
- Message center including: outdoor temperature readout, compass, trip computer
- Tilt/telescoping steering column with configurable latching switches
- Universal top tray

Functional:

- AM/FM Stereo/MP3/Bluetooth & USB
- Column mounted shifter
- Engine oil cooler
- Full-time all-wheel drive system



- Heavy-duty suspension
- Heavy-duty 80-AMP battery
- Interior trunk/Liftgate release
- Police breaks: 4 wheel disc w/ ABS and traction control
- 5G WiFi hotspot modem
- Hillside start assist
- Transmission oil cooler
- Transmission 10-speed auto
- Rear view camera and reverse sensing

Safety/Security:

- Airbags – front seat, side impact, safety canopy
- Perimeter alarm
- Post-crash alert system
- Stolen vehicle system – minimum 1 year plan
- Tire pressure monitor system

Warranty:

- 3yr/36,000 mile bumper to bumper
- 5yr/100,000 mile powertrain w/ extended care

Optional Equipment:

- V6 engine w/ 10-speed automatic transmission
- Cargo dome lamp in red and white
- 50 state emissions
- Courtesy lamp disable
- Police engine idle feature
- Power mirror/spotter/heated
- Keyless entry – 4 fobs
- Wiring for grill/lamp/sirens/speaker
- Noise suppression bond straps
- Rear door handle and locks inoperable option
- Reverse sensing system
- Rear view mirror w/ rear camera
- Flex-Fuel capability
- Front license plate bracket



Ford Transit 350 or equivalent –

Color: Oxford White

Interior: Dark Palazzo Gray Cloth Front Seats

Features-

Exterior:

- 16" steel wheels w/ full silver cover
- 148" wheelbase
- Front fog lamps
- Extended length running boards
- Manual fold dual power mirrors
- Privacy glass
- Intermittent wipers

Interior:

- Power door locks
- A/C with automatic climate control
- Cloth bucket front seats
- Manual driver seat with lumbar
- Dual sun visors
- Tilt/telescoping steering column

Functional:

- AM/FM Stereo/MP3/Bluetooth & USB
- Extended range fuel tank (31 gallons)
- Front overhead shelf
- Rear window defroster
- Large center console
- Automatic/power side door opening/closing
- Blind spot assist
- Front/Side/Reverse sensing system
- Rear view camera and reverse sensing

Safety/Security:

- Airbags – front seat, side impact, safety canopy
- Tire pressure monitor system

Warranty:

- 3yr/36,000 mile bumper to bumper
- 5yr/60,000 mile powertrain
- 5yr/60,000 mile roadside assist



Optional Equipment:

- V6 engine w/ 10-speed automatic transmission
- Cargo dome
- 50 state emissions
- 2 additional keyless entry – 4 fobs total
- Rear door handle and locks inoperable option
- Reverse sensing system
- Rear view mirror w/ rear camera
- Flex-Fuel capability
- Front license plate bracket

