



City of University Park, Texas

VEHICLE PROCUREMENT REQUISITION (VPR)

Date 10/23/2023

INSTRUCTIONS: Department manager— complete the header portion of this form and forward the VPR to the Fleet Manager. This document and its attachments serve as the official requisition for a vehicle and ensure that all approvals have been made.

Vehicle description: 2024 Ford Explorer PPV Direct Alarm VehicleUser Department Police Department

Type of purchase:

- 1. Planned replacement ☒
- 2. Early replacement ☐
- 3. Upgrade ☐
- 4. Addition ☐

Dept. mgr. signature _____

Dept. head signature *Bob Livingston*

Anticipated City Council meeting approval date: _____

1. Initial Request

User Department or Fleet Manager submits VPR. User department includes brief written attachment describing need for and intended use of vehicle (not required for planned replacement of like equipment).

2. Specifications

Fleet Manager reviews request and assists user department with development of vehicle specifications. Fleet Manager approves specs.

ChE 10/24/2023

Fleet Manager

Date

ATTACHMENT 10.8

3. Assemble prices

Purchasing Agent and Fleet Manager assemble quotes, conduct bid process, or collect pricing from cooperative purchasing contracts. Purchasing Agent copies information to user department, who reviews and makes selection by signing below.

Bill M... 10/24/23
User Department Date

4. Executive approval

Fleet Manager forwards VPR and supporting documents to Finance Director and City Manager for approval, who forward VPR to Purchasing Agent.

[Signature] 10/24/23
Director of Finance Date

City Manager Date

5. Agenda preparation

Purchasing Agent prepares agenda memo regarding compliance with City purchasing policy and State purchasing law and submits to City Secretary along with user department memo and bid tabulation.

Purchasing Agent Date

6. City Council Approval

Date

7. Purchase Order execution and order placement

Purchasing Agent sets up Purchase Order and places order with vendor. Purchasing Agent sends PO copy to Fleet Manager

8. Vehicle delivery and acceptance

Vendor delivers vehicle to Equipment Services Division. Fleet Manager or designee accepts delivery and approves payment of invoice for vehicle. Fleet Manager forwards approval to Accounts Payable Specialist for payment.

QUOTE# 001

CONTRACT PRICING WORKSHEET

End User: CITY OF UNIVERSITY PARK			Contractor: ROCKDALE COUNTRY		
Contact Name: OWEN DOWNHAM			ROCKDALE COUNTRY FORD DBA CALDWELL COUNTRY		
Email: ODOWNHAM@UPTexas.ORG			Prepared By: Averyt Knapp		
Phone #: 214-987-5440			Email: aknapp@caldwellcountry.com		
Fax #:			Phone #: 979-567-6116		
Location City: UNIVERSITY PARK, TX			Fax #: 979-567-4376		
Date Prepared: MAY 26, 2023			Address: P. O. Box 72, ROCKDALE, TX 76567		
Contract Number: BUY BOARD #601-19			Tax ID # 27-3037856		
Product Description: 2024 FORD EXPLORER PPV K8A					
A Base Price & Options:					\$48,760
B Fleet Quote Option:					
Code	Description	Cost	Code	Description	Cost
	LH LED SPOTLIGHT, 3.3L-V6, 10-SPD AUTOMATIC, CLOTH BUCKETS/VINYL REAR BENCH, FULL RUBBER FLOOR, AIR CONDITION FRONT AND REAR, AMFM-STEREO W/WIRELESS CONNECTIVITY, TILT, CRUISE, POWER WINDOWS, POWER LOCKS, POWER MIRRORS, KEYLESS ENTRY, KEY CODE 1284X, GRILLE WIRING, OBD-II SPLIT CONNECTOR, COURTESY LAMP DISABLE, FRONT & REAR TAILLAMP HOUSING PROVISION, REAR VISION CAMERA, REVERSE SENSE	INCL			
	FORD WARRANTY 5YR/100,000 MILES POWERTRAIN @ N/C	INCL		ROCKDALE COUNTRY FORD PO BOX 72 ROCKDALE, TEXAS 76567	
	PRICES VALID FOR 30 DAYS BUT SUBJECT TO CHANGE DUE TO SUPPLY CHAIN CHALLENGES			REVERIFY PRICING BEFORE ISSUING PURCHASE ORDER. COMMODITY SURCHARGES MAY APPLY AFTER PO ISSUED	
Subtotal B					INCL
C Unpublished Options					
Code	Description	Cost	Code	Description	Cost

Subtotal C					
D Other Price Adjustments (Installation, Delivery, Etc....)					
Subtotal D					\$300
E Unit Cost Before Fee & Non-Equipment Charges (A+B+C+D)					\$49,060
Quantity Ordered					1
Subtotal E					\$49,060
F Non-Equipment Charges (Trade-In, Warranty, Etc....)					
BUY BOARD FEE (\$400 PER PO, NOT PER UNIT)					\$400
G. Color of Vehicle: WHITE					
H. Total Purchase Price (E+F)					\$49,460
				Estimated Delivery Date:	Q1-Q2 2024 APPX