



City of University Park, Texas

VEHICLE PROCUREMENT REQUISITION (VPR)

Date 4/22/2025

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: Husqvarna f7000d walk behind concrete saw.User Department Infrastructure Maintenance

Type of purchase:

- 1. Planned replacement ☐
- 2. Early replacement ☒ Early replacement of unit #10116.
- 3. Upgrade ☐
- 4. Addition ☐

Dept. mgr. signature _____

Dept. head signature _____

Anticipated City Council meeting approval date: 6/3/2025**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.

Fleet Manager

Date

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.

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.

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

4922 S. SECOND AVE
DALLAS, TEXAS 75210

DATE
QUOTE #
VALID UNTIL

5/28/2025
UNV252805Q
6/28/2025

CUSTOMER

CITY OF UNIVERSITY

ITEM	QTY	PRICE EA	AMOUNT
HUSQVARNA FS7000D 26" GUARD 74 HP DIESEL	1.00	\$43,000.00	\$ 43,000.00
TOTAL			\$ 43,000.00

DEL: 2 WEEKS ARO
FOB: FACTORY
TERMS: NET 30 DAYS

214-428-4333

sales@texasbearingsofdallas.com

Thank You For Your Business!

Herc Rentals Inc.



CMC Construction Services
Louisiana / Oklahoma / Texas
1-877-785-4497

QUOTE

Number	486068
Date	04/18/2025
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Ship-to: **WH22**
CASH SALE DALLAS
CPU/WC
2323 IRVING BLVD
DALLAS TX 75207-6001

Bill-to: **060299**
CASH SALE DALLAS
2323 IRVING BLVD
DALLAS TX 75207-6001

Reference #	Slsp	Terms	Whse	Freight	Ship Via
	DAL	CASH	22	PREPAID	CPU

Quoted By: **AGG** Quoted To: **OWEN**

Effective: **04/18/2025**

Expires: **04/28/2025**

Item	Description	Ordered	UM	Price	UM	Extension
NS-967207903	HUSQ FS7000d 26"	1	EA	43717.040	EA	43717.04
FRT	FREIGHT	1	EA	588.235	EA	588.24

QUOTE

Merchandise	Misc	Tax	Freight	Total
44305.28	.00	3655.19	.00	47960.47

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Notwithstanding any provision(s) of this proposal or potential Subcontract or Purchase Order, if Vendor's work is delayed, disrupted, suspended, or otherwise impacted as a direct result of an epidemic, including, but not limited to, (1) disruptions to material and/or equipment supply; (2) illness of Vendor's workforce and/or unavailability of labor; (3) government quarantines, closures, or other mandates, restrictions, and/or directives; (4) Owner or Contractor restriction and/or directives; and/or (5) fulfillment of Vendor's contractual or legal health and safety obligations associated with an epidemic; then, Vendor shall be entitled to an equitable adjustment to the Subcontract schedule and duration to account for such delays, disruptions, suspensions, and impacts. To the extent the causes identified herein result in an increase in the price of labor, materials, or equipment used in the performance of the Subcontract or Purchase Order, Vendor shall be entitled to an equitable adjustment to the Subcontract or Purchase Order price for such increases. ~~Vendor shall provide documentation of such increases (including the original prices) and evidence of Vendor's reasonable efforts to find alternative sources of material or equipment supply and/or labor at the original / un-impacted prices.~~

SOQ



02-486068

