



City of University Park, Texas

VEHICLE PROCUREMENT REQUISITION (VPR)

Date 2/4/5126

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: Two 2026 Ford Maverick

User Department Community Development / Engineering

Type of purchase:

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

Dept. mgr. signature _____

Dept. head signature *Keeg Littrell*

Anticipated City Council meeting approval date: 2/17/2026

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.

Ch *[Signature]*

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.

Keeg Littrell 02/10/26
 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.

John W. Zi 02/10/2026
 Director of Finance Date

RC 2/10/26
 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.

CALDWELL COUNTRY FORD dba ROCKDALE COUNTRY FORD
479 W US HWY 79 ROCKDALE, TEXAS 76567
BUYBOARD 723-23

End User: CITY OF UNIVERSITY PARK **Caldwell Rep:** DUCKKI YOON
Contact: OWEN DOWNHAM **Phone:** (979) 567-1500
Phone/ Email: ODOWNHAM@UPTEXAS.ORG/ 214-987- 5440 **Date:** Friday, January 9, 2026
Product Description: 2026 Ford Maverick (W8B) XL AWD SuperCrew **Email:** DYOON@USAAUTOMOTIVEPARTNE

A. Bid Series: 2026 FORD MAVERICK XL **A. Base Price:** \$ 31,250.00

B. Published Options [Itemize each below] **Quote Number:** 4412

Code	Model Vehicle				
W8B	2026 Ford Maverick (W8B) XL AWD SuperCrew				
Code	Options	Bid Price	Code	Options	Bid Price
448	Transmission: 8-Speed Automatic	\$0.00			
60B	2K Trailer Hitch Receiver w/4-Pin Connect	\$0.00			
99A	Engine: 2.0L EcoBoost	\$0.00			
	3.63 Axle Ratio	\$0.00			
102A	Equipment Group 102A	\$0.00			
9W	Black Onyx/Dark Slate, Front Cloth Bucket	\$0.00			
YZ	Oxford White	\$0.00			
Total of B. Published Options					\$ -

C. Unpublished Options [Itemize each below, not to exceed 25%]

Unpublished Options	Bid Price	Unpublished Options	Bid Price
Total of C. Unpublished Options:			\$ -

D. Registration, Inspection, Paperwork, Postage cost, Courthouse time, & Runner time:

E. Upfitter/Quote Number:

F. Delivery ETA: 90-120 DAYS APPROX

G. Floor Plan Interest (for in-stock and/or equipped vehicles):

H. Lot Insurance (for in-stock and/or equipped vehicles):

I. Contract Price Adjustment:

J. Additional Delivery Charge 150 miles

K. Subtotal

L. Quantity Ordered 2 x K =

M. Trade in:

N. Coop Fee per purchase order

O. Total purchase price with coop fee (Prices and availability are subject to change without notice)

DISCLAIMER

PRICES AND AVAILABILITY CAN CHANGE AT ANY TIME WITHOUT FURTHER NOTICE DUE TO SUPPLY CHAIN CHALLENGES. REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. FINAL PRICE IS NOT CONFIRMED UNTIL VEHICLE ORDER IS ACCEPTED BY THE MANUFACTURER. ACKNOWLEDGE BY EMAIL RECEIPT THAT THE PURCHASE ORDER WAS RECEIVED BY USA AUTOMOTIVE PARTNERS, LLC. (CALDWELL COUNTRY CHEVROLET, ROCKDALE COUNTRY FORD dba CALDWELL COUNTRY FORD, CAMERON COUNTRY CDJR)