



City of University Park, Texas

VEHICLE PROCUREMENT REQUISITION (VPR)

Date 10/9/2024

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: 2025 Ford Maverick Super Crew W8A

User Department POLICE DEPARTMENT 50

Type of purchase:

- 1. Planned replacement [checked] Replacing 10051.
2. Early replacement []
3. Upgrade []
4. Addition []

Dept. mgr. signature [Signature]

Dept. head signature

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.

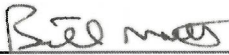
[Signature]

Fleet Manager

Date

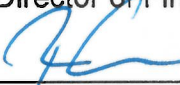
3. Assemble prices

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.

	10-9-24
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
	11/12/24
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
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6. City Council Approval

Date	
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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# 00CC

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: JUNE 14, 2024,		Address: P. O. Box 72, ROCKDALE, TX 76567			
Contract Number: BUY BOARD #724-23		Tax ID # 27-3037856			
Product Description: 2025 FORD MAVERICK SUPER CREW W8A					
A Base Price & Options:			\$28,590		
B Fleet Quote Option:					
Code	Description	Cost	Code	Description	Cost
	FWD-SUPER CREW, 2.0L-ECOBOOST, 8-SPD AUTOMATIC, CLOTH SEATS, AIR CONDITION, AMFM-STEREO W/SYNC, TILT, POWER WINDOWS, POWER LOCKS, KEYLESS ENTRY, SPRAY ON BEDLINER, HARD TRIFOLD TONNEAU COVER, REAR STEP BUMPER, REAR VISION CAMERA, **BLACK EXTERIOR**	INCL			
	FORD WARRANTY 5YR/60,000 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	INCL
E Unit Cost Before Fee & Non-Equipment Charges (A+B+C+D)	\$28,590
Quantity Ordered	1
Subtotal E	\$28,590
F Non-Equipment Charges (Trade-In, Warranty, Etc..)	
BUY BOARD FEE	INCL
G. Color of Vehicle: BLACK	
H. Total Purchase Price (E+F)	\$28,590
Estimated Delivery Date:	Q1-Q2 2025 APPX