

10/2/2012

Jim Gau Jr.
Equipment Services
City of University Park

Harry Shearouse
Infrastructure Maintenance

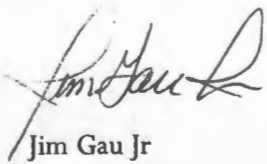
Harry,

Attached please find the VPR and Requisition to replace your unit 6841 in your department.

The new unit will be a 2015 F350 with the same specifications as unit 10131 which we purchased last year.

Please review the specifications on the quote and if you agree with them please sign and forward for the remaining necessary signatures.

Thank You,



Jim Gau Jr
Fleet Manager
Equipment Services

RECEIVED
NOV 12 2014



City of University Park, Texas

VEHICLE PROCUREMENT REQUISITION (VPR)

Date 11-10-2014

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: 2015 Ford F-350 Pickup
User Department: STREETS (I.M.)
Account Number: 47-90-9080

Type of purchase:

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

Dept. mgr. signature [Signature]

Dept. head signature Gene R. Smallwood

Anticipated City Council meeting approval date: 12-2-2014

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

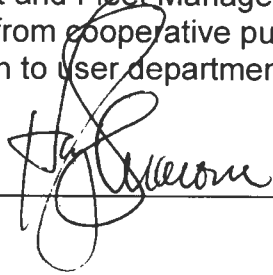
11-10-2014
Date

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



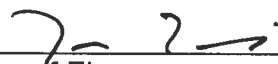
11/11/14

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

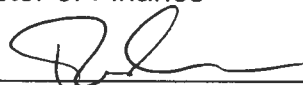
Date



11.12.14

City Manager

Date



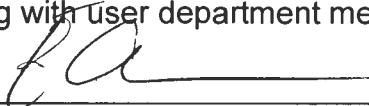
11/18/14

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



11-19-2014

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.

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QUOTE# 00D

CONTRACT PRICING WORKSHEET

End User: CITY OF UNIVERSITY PARK	Contractor: CALDWELL COUNTRY
Contact Name: JIM GAU	CALDWELL COUNTRY
Email: JGAU@UPTEXAS.ORG	Prepared By: Averyt Knapp
Phone #: 214-987-5475	Email: aknapp@caldwellcountry.com
Fax #: 214-987-5479	Phone #: 800-299-7283 or 979-567-6116
Location City: UNIVERSITY PARK, TX	Fax #: 979-567-0853
Date Prepared: NOVEMBER 7, 2014	Address: P. O. Box 27, Caldwell, TX 77836
Contract Number: BUY BOARD #430-13	Tax ID # 14-1856872

Product Description: 2015 FORD F350 CREW CAB 4X2 LWB W2A

A Base Price & Options:	\$31,840
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B Fleet Quote Option:

Code	Description	Cost	Code	Description	Cost
	4X2-CREW CAB, 6.2LV8, 6-SPD AUTOAMTIC, AIR CONDITION, AMFM- STEREO, TILT, 40-20- 40 VINYL FRONT/REAR, LIGHT TINT GLASS, UPFITTER SWITCHES, OEM INTEGRATED TRAILER BRAKE CONTROLLER, CLASS V TRAILER TOW PACKAGE, 7-WAY WIRING HARNESS, HD ALTERNATOR, 56" CA, KNAPHEIDE 696LPJ1 MASTER COMPARTMENT LOCKS, RUNNING BOARD, BACKUP ALARM	INCL			
	FORD WARRANTY 5YR/60,000 MILES POWERTRAIN @ N/C	INCL		CALDWELL COUNTRY	
				PO BOX 27	
				CALDWELL, TEXAS 77836	

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)		
Quantity Ordered		\$31,840
X		1
Subtotal E		\$31,840
F Non-Equipment Charges (Trade-In, Warranty, Etc...)		
BUY BOARD FEE		\$400
G. Color of Vehicle: WHITE		
H. Total Purchase Price (E+F)		\$32,240
Estimated Delivery Date:		120-150 DAYS APPX