



City of University Park, Texas

VEHICLE PROCUREMENT REQUISITION (VPR)

Date 8/19/2025

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: Maverick crew Cab XL Awd 2.0 ecoboostUser Department Community Development

Type of purchase:

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

Dept. mgr. signature _____

Dept. head signature Keeg LittellAnticipated City Council meeting approval date: 9/2/2025**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.

CLB 8/20/25

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.

Keeg Little 8/20/25
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] 8/20/25
Director of Finance Date

[Signature] 8/20/25
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.

Randall Reed's Planet Ford Dallas Love Field
3333 Inwood Road Dallas, Texas 75235
Chad Lower - Commercial Sales Director

End User: CITY OF UNIVERSITY PARK
Contact: Owen Downham
Email: odownham@uptexas.org
Rep: Chad Lower
Date: 8/12/2025
Phone:

Product Description: MAVERICK CREW CAB XL AWD
Color: WHITE

Motor: 2.0L EcoBoost

Factory Standard Options

Code	Description	Code	Description
	Automatic Transmission		
	Power Steering / Brakes		
	Air Conditioning		
	Power Windows / Locks		

Factory Itemized Options

Code	Description	Code	Description
	Trailer Tow Pkg.		

Dealer Added Equipment

Code	Description	Code	Description
	Tinted windows		
	Door Edge Guards		

Delivery Charges
Dealer Doc Fee
PURCHASE PRICE
State Inspection
TOTAL PURCHASE PRICE

N/A
\$225.00
\$30,064.00
\$26.75
\$30,305.75

RED MCCOMBS FORD
3333 W. 10th Street
SAN ANTONIO, TX 78230
PH: (210) 349-4949 FAX: (210) 357-1479

MOTOR VEHICLE BUYERS ORDER

Salesperson **KENNETH C FLYNN**

DEAL NO.: 343480
Date 08/14/2025

Buyer / Co-Buyer **CITY OF UNIVERSITY PARK**

Address _____

City _____

State **TX**

Zip _____

Cell Phone **(214) 987-5440**

Res. Phone _____

Bus. Phone _____

VEHICLE I.D. NUMBER	YEAR	MAKE	MODEL	COLOR	MILEAGE	STOCK NO.
3FTTW8BA2SRB38464	2025	FORD TRUC	MAVERICK	OXFORD WHT	35	F52288

Buyer offers to purchase from Seller the Sale Unit on the terms and conditions set out below:

AT THIS DEALERSHIP: • A customer may obtain their own financing. • The finance charge may be negotiable. • The dealership (Seller) may assign the retail installment contract. • A person may acquire a retail installment contract or an outstanding balance under a contract from another person on the terms, including the price, to which they agree. No person acquiring or assigning a retail installment contract or balance under a contract, has any duty to disclose to any other person the terms on which a contract or balance under a contract is acquired, including any discount, difference between the rates, charges, or balance under the contract and the rates, charges, or balance acquired (Finance Code Sec. 348.301).

TRADE-IN INFORMATION			SALES PRICE OF VEHICLE AS DESCRIBED		
YEAR	MAKE/MODEL	MILEAGE			
					\$ 30065.00
VEHICLE I.D. NUMBER		PAY OFF			
		N/A			
OWED TO		PHONE NUMBER			
DISCLAIMER OF WARRANTIES THE ABOVE-DESCRIBED VEHICLE SOLD BY SELLER IS SOLD AS IS, WITHOUT EITHER EXPRESS OR IMPLIED WARRANTIES OF ANY KIND BY SELLER, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS, AND BUYER WILL BEAR THE ENTIRE EXPENSE OF REPAIRING OR CORRECTING ANY DEFECTS THAT PRESENTLY EXIST OR THAT MAY OCCUR IN THE VEHICLE, UNLESS A WRITTEN WARRANTY BY, OR SERVICE CONTRACT WITH SELLER COVERING THE DESCRIBED VEHICLE IS DELIVERED TO BUYER IN CONJUNCTION WITH OR WITHIN 90 DAYS FOLLOWING THE TIME OF THE SALE, BUT SUCH VEHICLE OR ANY OF ITS COMPONENT PARTS MAY BE SUBJECT TO WARRANTY BY THE MANUFACTURER THEREOF.			Cash Down		N/A
			Rebate		N/A
			Trade Allowance		N/A
			Trade-In Payoff (if any)		N/A
			Debt Waiver		N/A
			Extended Service Agreement		N/A
			Maintenance Plan		N/A
			Credit Life		N/A
			**Dealer's Inventory Tax		57.36
			Sales Tax		N/A
			*Documentary Fee		150.00
			License Fee / E-Tag Fee		188.00
			Title Fee		33.00
			Inspection Fee		N/A
			Unpaid Balance		30493.36

A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO BUYERS FOR HANDLING DOCUMENTS RELATING TO THE SALE. A DOCUMENTARY FEE MAY NOT EXCEED A REASONABLE AMOUNT AGREED TO BY THE PARTIES. THIS NOTICE IS REQUIRED BY LAW. UN CARGO DOCUMENTAL NO ES UN CARGO OFICIAL. LA LEY NO EXIGE QUE SE IMPONGA UN CARGO DOCUMENTAL, PERO ESTE PODRIA COBRARSE A LOS COMPRADORES POR EL MANEJO DE LA DOCUMENTACION EN RELACION CON LA VENTA. UN CARGO DOCUMENTAL NO PUEDE EXCEDER UNA CANTIDAD RAZONABLE ACORDADA POR LAS PARTES. ESTA NOTIFICACION SE EXIGE POR LEY.

**The Dealer's Inventory Tax charge is intended to reimburse the dealer for ad valorem taxes on its motor vehicle inventory. The charge, which is paid by the dealer to the county tax assessor-collector, is not a tax imposed on a consumer by the government, and is not required to be charged by the dealer to the consumer.

The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. La informacion que aparece en la ventanilla de este vehiculo forma parte de este contrato. La informacion contenida en el formulario de la ventanilla anula cualquier provision que establezca lo contrario y que aparezca en el contrato de venta.

If a credit purchase, this is an offer to purchase only. Buyer offers to purchase vehicle on credit on terms described herein and no contractual relationship is created. This order does not constitute an agreement for the extension of credit.

Manufacturer/Distributor reserves the right to change the price of new vehicles to Seller without notice. In the event that the price to Seller of the new vehicle ordered hereunder is changed prior to delivery to Buyer, Buyer agrees and accepts that the cash delivered price will be changed accordingly.

If the Buyer's used car trade-in is not delivered to the Seller until delivery of the new vehicle, the trade-in will be reappraised at that time and Buyer agrees that such reappraised value shall determine the allowance, if any, made for the trade-in.

AS BUYER OF THE ABOVE DESCRIBED VEHICLE, I UNDERSTAND AND AGREE THAT THE SELLER MAY MAKE A PROFIT ON THE SALE OF THE VEHICLE, ANY ADD-ON EQUIPMENT, INSURANCE PRODUCT, FINANCING WARRANTY OR SERVICE CONTRACT, REPAIR, OR ANY OTHER PRODUCT OR SERVICE SOLD BY SELLER.

BUYER _____

ACCEPTED BY: _____

CO-BUYER _____

DATE **08/14/2025**

THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO CONTENT OR FITNESS FOR PURPOSE OF THIS FORM. CONSULT YOUR OWN LEGAL COUNSEL.

2025 Ford Maverick XLT AWD Automatic

IN TRANSIT

VIN: 3FTTWJAB1NHA0978
STOCK: 58B40978

Sign In | Text Me A Link

Lease

Cash

MSRP

\$32,465

Retail Customer Cash

\$1,000

FINAL PRICE

\$31,465

Ford Construction Corps

2025 College Student Recognition Exclusive Cash Reward \$500

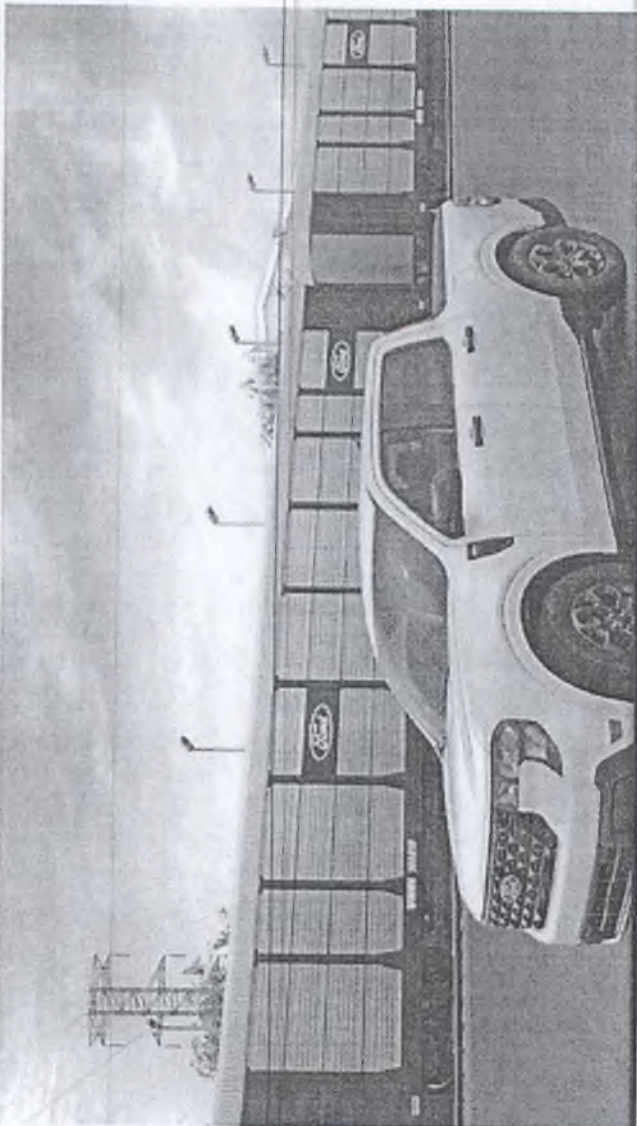
2025 Farm Bureau Recognition Exclusive Cash Reward \$500

2025 First Responder Recognition Exclusive Cash Reward \$500

2025 Military Recognition Exclusive Cash Reward \$500

Get Sales Event Price

Value Your Trade





Road-Test Reviews

NEW

EXPRESS STORE

HYBRID & ELECTRIC

USED

SPECIALS

FINANCE

SERVICE & PARTS

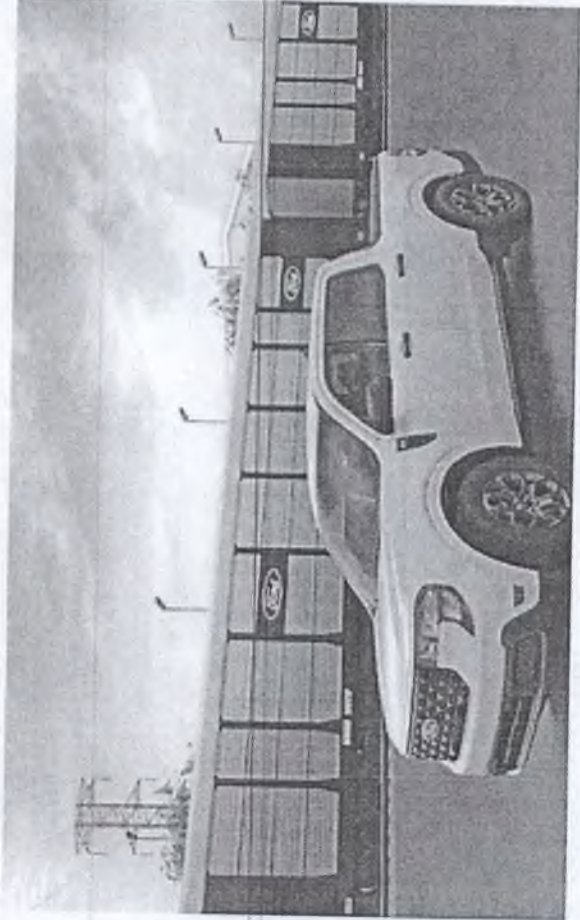
ABOUT US

RESEARCH

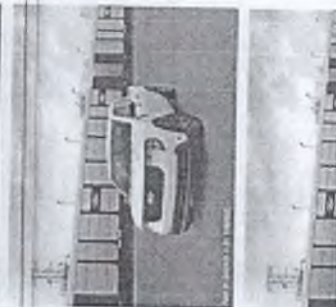
CONTACT

Sales 800-573-0401
Service 800-573-0401
Parts 800-573-0401

Four Stars Ford : New Vehicles : 2025 : Ford : Maverick : XLT



Confirm Availability



2025 Ford Maverick XLT

In Transit

\$33,135
DEALER PRICE

Less

MSRP

\$33,135

- Express Checkout
- Confirm Availability
- Extra Savings
- Apply For Financing
- Watch Price
- Value My Trade