



City of University Park, Texas

VEHICLE PROCUREMENT REQUISITION (VPR)

Date 11/7/2024

**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: 2024 Chevrolet 2500 Silverado 4x2 regular cab with utility body

User Department Utilities Department

Type of purchase:

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

Dept. mgr. signature \_\_\_\_\_

Dept. head signature *Keeg Little*

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.


*Car*

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.


11/7/24  
 \_\_\_\_\_  
 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

**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# 00AA-Q131624 (RF352012)

CONTRACT PRICING WORKSHEET

End User: CITY OF UNIVERSITY PARK	Contractor: CALDWELL COUNTRY
Contact Name: OWEN DOWNHAM	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: OCTOBER 11, 2024	Address: P. O. Box 27, Caldwell, TX 77836
Contract Number: BUY BOARD #724-23	Tax ID # 87-3266036
Product Description: 2024 CHEVROLET 2500 SILVERADO 4X2 REGULAR CAB W-UTILITY BODY CC20903	

A Base Price & Options:	\$61,330
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B Fleet Quote Option:

Code	Description	Cost	Code	Description	Cost
	4X2-REGULAR CAB, 56"CA (SINGLE REAR WHEEL), 10,000#GVWR, 6.6L-V8 GAS, 10-SPD ALLISON AUTOMATIC, 3.73 LOCKING REAR AXLE DIFFERENTIAL, LT245/75R17E (5) W/SPARE, 40-20-40 VINYL SEATS, FULL RUBBER FLOOR, AIR CONDITION, AMFM-STEREO W/BLUETOOTH, TILT, POWER WINDOWS, POWER LOCKS, POWER TRAILER TOW MIRRORS, KEYLESS ENTRY, OEM INTEGRATED TRAILER BRAKE CONTROLLER, REAR VISION CAMERA PREP KIT, 8' STANDARD SERVICE BODY, 3 COMPARTMENTS PER SIDE, 14.6" DEEP COMPARTMENTS, STANDARD SHELVING AND DIVIDERS, 49" WIDE FLOOR, LED LIGHTS AND REFLECTORS, 8" STEEL STRAIGHT BUMPER, PAINT BODY OUTSIDE WHITE, CLASS V REAR HITCH W/7-WAY PLUT, INSTALL REAR VISION CAMERA	INCL			
	GM WARRANTY 5YR/100,000 MILES POWERTRAIN @ N/C	INCL		CALDWELL COUNTRY PO BOX 27 CALDWELL, TEXAS 77836	
	PRICES VALID FOR 30			REVERIFY PRICING BEFORE	

	DAYS BUT SUBJECT TO CHANGE DUE TO SUPPLY CHAIN CHALLENGES			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)					\$61,330
Quantity Ordered					1
Subtotal E					\$61,330
F Non-Equipment Charges (Trade-In, Warranty, Etc...)					
BUY BOARD FEE (\$400 PER PO, NOT PER UNIT)					\$400
G. Color of Vehicle: WHITE					
H. Total Purchase Price (E+F)					\$61,730
Estimated Delivery Date:				UNITS IN STOCK - 60-90 DAYS APPX REF#RF352012	