



## City of University Park, Texas

## VEHICLE PROCUREMENT REQUISITION (VPR)

Date 10/13/2023

**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 International HX515 6x4User Department Sanitation Department

Type of purchase:

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

Dept. mgr. signature Dept. head signature Jedar 10/19/2023

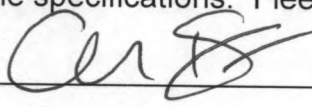
Anticipated City Council meeting approval date: \_\_\_\_\_

**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.

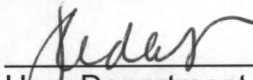
 10/23/2023

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.

  
User Department10/19/2023  
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 Finance10/24/23  
Date\_\_\_\_\_  
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.

**Texas Local Government Purchasing Cooperative**  
**The Buy Board**

**PRICING WORKSHEET**

Buying Agency: City of University Park			Date Prepared			5/25/2023	
Southwest International Trucks			Contract 601-19				
Product Description: 2025 International HX620							
60,320 GVWR Tractor				HX515 6x4 is base chassis			
Contact Person: Owen Downham			Item: Base Chassis Bid			\$ 103,484.42	
B: Options		Option cost is 80% of MSRP					
120,000 PSI frame rails with tapered rear	69.60	Allison 4500 RDS 6 speed transmission			21,063.20		
Crossmember frame tie	206.40	Modine oil cooler/ Synthetic oil			1,460.80		
Front tow pin	670.40	Neutral at stop			580.00		
14,600 Lb. front axle	1,022.40	46,000 lb. rear axle and suspension			4,746.40		
16,000 Lb. front suspension	226.40	Diff control switches			212.00		
Air brake system for tractor application	276.80	Rear axle lube			390.40		
Air brake ABS system with Electronic stability	1,940.80	Fuel heater			118.40		
Dual steering gears	927.20	80 gallon aluminum fuel tank			282.40		
Dana Spicer driveline system	578.40	Air cleaner restriction gauge			60.80		
Aluminum aftertreatment cover	222.40	Air ride driver's seat/ Fixed passenger seat			508.80		
Exhaust system with vertical tailpipe	51.20	Exterior grab handles			226.40		
Dual air horns mounted on hood	88.00	C-loop heated mirrors/ Hood mounted mirrors			248.00		
Battery disconnect switch	198.40	Steel front and rear wheels			418.40		
CB radio accommodation package	161.60	Tire valve cap flo-thru			19.20		
AM/FM radio with speakers	294.40	Wheel bearing front lube			47.20		
Aux trailer socket 7 way	183.20	11R24.5 Continental front and rear tires			128.00		
Jump start stud	134.40	2025 model year increase			13,974.10		
Test exterior light switch	33.60	Factory surcharge			3,550.00		
Additional power source	30.40	Fleet discount			(10,000.00)		
Chrome grille with bug screen	368.00						
Chassis coating for corrosion protection	\$400.00	3 Line wet kit for customer trailer			\$10,000.00		
Jost stationary fifth wheel	\$1,528.00	Fenders/deck plates/ customer hose tender			3,500.00		
Mudflap holders with mudflaps	\$130.40	Right weigh system			8,000.00		
Cummins X15 450 HP/1650 torque	\$7,567.20						
fan override switch	\$23.20						
Subtotal Column 1:		\$ 17,332.80	Subtotal Column 2:			\$59,534.50	
Total Options						\$ 76,867.30	
CHASSIS WITH FACTORY OPTIONS						\$ 180,351.72	
TOTAL BODY PRICE		See attached body spec sheet					0.00

Additional Options:				
Buy Board Fee				400.00
Transportation				0.00
DOT Inspection with Fire Extinguisher and Road Flare Kit				400.00

		TOTAL BUY BOARD PRICE	\$181,151.72
Tanner Bragg			
Southwest International Trucks-Arlington.		PRICE IS SUBJECT TO FURTHER FACTORY INCREASES.	
Arlington, Texas 76010		DUE TO LONG LEAD TIMES, CERTAIN COMPONENTS ARE	
Fax# 817-861-7084		SUBJECT TO PRICE CHANGES.	
Office# 817-664-2906			
E-mail Address: tanner.bragg@swit-tx.com			

To purchase this unit, please issue a purchase order to Southwest International Trucks, Inc. and send it to the Buy Board.  
We will order your truck when we receive notification from the Buy Board of your purchase order.

Thank you,  
Tanner Bragg