



## City of University Park, Texas

## VEHICLE PROCUREMENT REQUISITION (VPR)

Date 10/24/2023

**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: 2024 Chevrolet 1500 Silverado 4x2 Crew CabUser Department Fire Department

Type of purchase:

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

Dept. mgr. signature Margaret CornDept. head signature R. Allen

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.

Fleet Manager

Date

**3. Assemble prices**

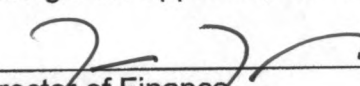
Purchasing Agent and Fleet Manager assemble quotes, conduct bid process, or collect pricing from cooperative purchasing contracts. Purchasing Agent copies information to user department, who reviews and makes selection by signing below.

  
 \_\_\_\_\_  
 User Department

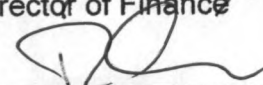
10/24/2023  
 \_\_\_\_\_  
 Date

**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 Finance

10/24/23  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 City Manager

10/24/23  
 \_\_\_\_\_  
 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# 00BB

## CONTRACT PRICING WORKSHEET

End User: CITY OF UNIVERSITY PARK		Contractor: CALDWELL COUNTRY			
Contact Name: OWEN DOWNHAM		CALDWELL COUNTRY			
Email: ODOWNHAM@UPTXAS.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: MAY 26, 2023		Address: P. O. Box 27, Caldwell, TX 77836			
Contract Number: BUY BOARD #601-19		Tax ID # 87-3266036			
Product Description: 2024 CHEVROLET 1500 SILVERADO 4X2 CREW CAB CC10543					
A Base Price & Options:			\$55,950		
B Fleet Quote Option:					
Code	Description	Cost	Code	Description	Cost
	4X2-CREW CAB, 5.3L-V8, 10-SPD AUTOMATIC, LOCKING REAR AXLE DIFFERENTIAL, ALLUMINUM WHEELS, 255/70R17 ALL SEASON (5), 40-20-40 CLOTH SEATS, ALL WEATHER FLOOR LINER, AIR CONDITION, AMFM- STEREO W/BLUETOOTH, TILT, CRUISE, POWER WINDOWS, POWER LOCKS, POWER MIRRORS, KEYLESS ENTRY, PROTECTION PACKAGE, SPRAY ON BEDLINER, REAR WHEELHOUSE LINERS, CHROME WHEEL TO WHEEL ASSIST STEPS, SHORT BED, REAR STEP BUMPER, REAR VISION CAMERA, OEM HD TRAILER TOW PACKAGE, RADIANT RED TINTCOAT EXTERIOR	INCL			
	GM WARRANTY 5YR/100,000 MILES POWERTRAIN @ N/C	INCL		CALDWELL COUNTRY PO BOX 27 CALDWELL, TEXAS 77836	
	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)					\$55,950
Quantity Ordered					1
Subtotal E					\$55,950
F Non-Equipment Charges (Trade-In, Warranty, Etc...)					
BUY BOARD FEE (\$400 PER PO, NOT PER UNIT) (INCL W/QUOTE 00AA)					INCL
G. Color of Vehicle: RADIANT RED TINTCOAT					
H. Total Purchase Price (E+F)					\$55,950
Estimated Delivery Date:					Q1-Q2 2024 APPX