



City of University Park, Texas

VEHICLE PROCUREMENT REQUISITION (VPR)

Date 5/29/2025

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: 2025 Maverick crew cab xl awdUser Department Community Development

Type of purchase:

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

Dept. mgr. signature _____

Dept. head signature _____

Anticipated City Council meeting approval date: 6/3/2025**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.

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

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

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: 5/28/2025
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	N/A
Dealer Doc Fee	\$225.00
PURCHASE PRICE	\$29,222.78
State Inspection	\$16.75
TOTAL PURCHASE PRICE	\$29,464.53

Owen Downham

From: Alan Rosner <alanr@spford.com>
Sent: Wednesday, May 28, 2025 2:11 PM
To: Owen Downham
Subject: RE: The City of University Park

CAUTION! This is an external email. DO NOT click on links or attachments unless you know the sender and contents are safe.

The 4x4 will run you as a 2026 model, 31400.00 I do not have solid numbers quite yet for those, but that should be ok.

Thanks,

Alan.

fordcredit.com/municipal-finance

Sam Pack's Five Star Ford Contracts



From: Owen Downham <odownham@uptexas.org>
Sent: Wednesday, May 28, 2025 2:05 PM
To: Alan Rosner <alanr@spford.com>
Subject: FW: The City of University Park

Sorry I was mistaken. 4x4 maverick xl with the 2.0 eco, white paint.

From: Owen Downham
Sent: Thursday, May 22, 2025 3:00 PM
To: Alan Rosner <alanr@spford.com>
Subject: RE: The City of University Park

4x2 gasoline.

From: Alan Rosner <alanr@spford.com>
Sent: Thursday, May 22, 2025 2:59 PM

TEXAS LOCAL GOVERNMENT PURCHASING COOPERATIVE BUYBOARD

Vendor RUSH TRUCK CENTER	Date Prepared 4/3/2025
Contact for Vendor Mike Foley	Phone 214 215 3536
End User: City of University Park	
End User Contact: Owen Downham	Phone/Fax 214 987 5440
Product Description 2025 Ford Maverick	

A: Base Price in Bid/Proposal Number: 723-23			Series: Maverick		\$ 23,132.00
B: Published Options (Itemize Below)					
	DESCRIPTION	AMOUNT	OPT #	DESCRIPTION	AMOUNT
Ford	W8B	\$ 2,950.00	RTC-0051	OEM Safety analysis	\$ 1,236.00
Ford	Ford Listed options	\$ 2,592.00	RTC-1059	Lot Insurance	\$ 927.00
			RTC-1060	Floor Plan Interest	\$ 1,026.00
Subtotal Column 1: \$ 5,542.00			Subtotal Column 2: \$ 3,189.00		
Published Options added to Base Price (Subtotal of "Col 1" & "Col 2")					\$ 8,731.00

C: Subtotal of A + B					
Subtotal Column 1:					

Unpublished Options added to Base price (Subtotal "Col 1 + Col 2")	
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E: Contract Price Adjustment (If any, explain here)	

F: Total of C + D +/- E	\$ 31,863.00
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G: Quantity ordered Units: 2.00 x F	\$ 63,726.00
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H: BUYBOARD Administrative Fee	\$ 400.00
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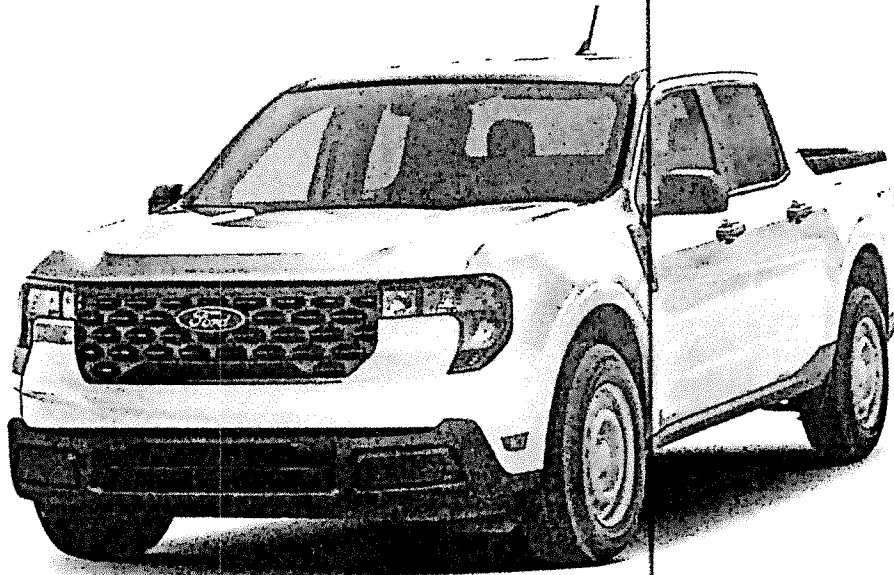
I: Non-Equipment Charges & Credits (I.e.: Ext. Warranty, Trade-In, Delivery, etc.)					

J: TOTAL PURCHASE PRICE INCLUDING (G+H+I)	\$ 64,126.00
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Prepared for: Mr. Owen Downham, Fleet MNGR, University Park

2025 Maverick AWD SuperCrew 4.5' box 121.1" WB XL (W8B)

Price Level: 550



Client Proposal

Prepared by:

MIKE FOLEY

Office: 214-215-3536

Email: foleym@rushenterprises.com

Date: 04/03/2025



Rush Medium Duty Truck Center, Dallas 4000 Irving Blvd., Dallas, Texas, 752475816

Office: 214-631-2050

Prepared for: Mr. Owen Downham

Fleet MNGR, University Park

Prepared by: MIKE FOLEY

04/03/2025

Rush Medium Duty Truck Center, Dallas | 4000 Irving Blvd. Dallas Texas | 752475816



2025 Maverick AWD SuperCrew 4.5' box 121.1" WB XL (W8B)

Price Level: 550

**Mr. Owen Downham, Fleet MNGR, University
Park**

Re: Vehicle Proposal 04/03/2025

Dear Mr. Downham,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

MIKE FOLEY

Municipal Sales Dir.

214-215-3536

foleym@rushenterprises.com

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Mr. Owen Downham

Fleet MNGR, University Park

Prepared by: MIKE FOLEY

04/03/2025

Rush Medium Duty Truck Center, Dallas | 4000 Irving Blvd. Dallas Texas | 752475816



2025 Maverick AWD SuperCrew 4.5' box 121.1" WB XL (W8B)

Price Level: 550

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Prepared for: Mr. Owen Downham

Fleet MNGR, University Park

Prepared by: MIKE FOLEY

04/03/2025

Rush Medium Duty Truck Center, Dallas | 4000 Irving Blvd. Dallas Texas | 752475816



2025 Maverick AWD SuperCrew 4.5' box 121.1" WB XL (W8B)

Price Level: 550

Warranty

Standard Warranty

Basic Warranty

Basic warranty

36 months/36,000 miles

Powertrain Warranty

Powertrain warranty

60 months/60,000 miles

Corrosion Perforation

Corrosion perforation warranty

60 months/unlimited

Roadside Assistance Warranty

Roadside warranty

60 months/60,000 miles

Hybrid/Electric Components Warranty

Hybrid/electric components warranty

96 months/100,000 miles

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04/03/2025

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**2025 Maverick AWD SuperCrew 4.5' box 121.1" WB XL (W8B)**

Price Level: 550

As Configured Vehicle

Code	Description
Base Vehicle	
W8B	Base Vehicle Price (W8B)
Packages	
102A	Equipment Group 102A <i>Includes:</i> <ul style="list-style-type: none">- Engine: 2.0L EcoBoost- 3.63 Axle Ratio- Transmission: 8-Speed Automatic- GVWR: 5,320 lbs- Tires: P225/65R17 A/S BSW- Front Cloth Bucket Seats<ul style="list-style-type: none">Includes 6-way manual adjustable driver and 4-way manual adjustable passenger, front floor console with eShifter, armrest and storage bin.- Radio: AM/FM Stereo w/6 Speakers<ul style="list-style-type: none">Includes 2 front USB ports and 1 rear USB port.- SYNC 4 w/Enhanced Voice Recognition<ul style="list-style-type: none">Includes 13.2" LCD touch screen with swipe capability, wireless phone connection, cloud connected, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and conversational voice command recognition.- SiriusXM w/360L
Powertrain	
99A	Engine: 2.0L EcoBoost <i>Includes:</i> <ul style="list-style-type: none">- 3.63 Axle Ratio
448	Transmission: 8-Speed Automatic
NONAX	3.63 Axle Ratio
STDGV	GVWR: 5,320 lbs
Wheels & Tires	
STDTR	Tires: P225/65R17 A/S BSW
64Z	Wheels: 17" Steel w/Sparkle Silver Painted Cover
Seats & Seat Trim	
9	Front Cloth Bucket Seats <i>Includes 6-way manual adjustable driver and 4-way manual adjustable passenger, front floor console with eShifter, armrest and storage bin.</i>
Other Options	

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Prepared by: MIKE FOLEY

04/03/2025

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2025 Maverick AWD SuperCrew 4.5' box 121.1" WB XL (W8B)

Price Level: 550

As Configured Vehicle (cont'd)

Code	Description
121WB	121" Wheelbase
PAINT	Monotone Paint Application
STDRD	Radio: AM/FM Stereo w/6 Speakers <i>Includes 2 front USB ports and 1 rear USB port.</i> <i>Includes:</i> - SYNC 4 w/Enhanced Voice Recognition <i>Includes 13.2" LCD touch screen with swipe capability, wireless phone connection, cloud connected, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and conversational voice command recognition.</i> - SiriusXM w/360L
53Q	4K Tow Package <i>Includes:</i> - Trailer Brake Controller - Trailer Hitch (Class III) 2" Receiver <i>Includes 4-pin and 7-pin connector.</i> - Transmission Oil Cooler - Higher Capacity Radiator - Upgraded Cooling Fan - Conventional 17" Spare Tire (215/70R17)
66C	Ford Co-Pilot360 <i>Includes:</i> - Auto High Beams - BLIS w/Cross-Traffic Alert - Cross Traffic Brake Assist - Evasive Steering Assist - Lane-Keeping System <i>Includes Lane-Keeping Alert, lane-keeping aid and Driver Alert.</i> - Intersection Assist <i>Includes AEB oncoming.</i> - Pre-Collision Assist w/Automatic Emergency Braking <i>Includes pedestrian detection, forward collision warning and dynamic brake support.</i> - Rear View Camera - Rear Parking Sensors - Power Glass Manual-Folding Mirrors <i>Includes blind spot information system.</i>
96G	Tough Bed Spray-In Bedliner
Emissions	
425	50-State Emissions System
Exterior Color	
YZ_01	Oxford White

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Fleet MNGR, University Park

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04/03/2025

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2025 Maverick AWD SuperCrew 4.5' box 121.1" WB XL (W8B)

Price Level: 550

As Configured Vehicle (cont'd)

Code	Description
Interior Color	
9W_03	Black Onyx/Dark Slate w/Front Cloth Bucket Seats

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