



City of University Park, Texas

VEHICLE PROCUREMENT REQUISITION (VPR)

Date 3/25/2026

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: Three 2026 Chevrolet Tahoe PPV 2wd

User Department Police Department

Type of purchase:

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

Dept. mgr. signature Bill Smith

Dept. head signature _____

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.

GU _____

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.

Bill Math March 27, 2026
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] 3/30/26
Director of Finance Date

[Signature] 3/30/26
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.

CALDWELL COUNTRY CHEVROLET II LLC
 800 HWY 21 E CALDWELL, TEXAS 77836
 BUYBOARD 724-23

End User: UNIVERSITY PARK Caldwell Rep: DON HOUSTON
 Contact: OWEN DOWNHAM Phone: (979) 567-1500
 Phone/ Email: ODOWNHAM@UPTEXAS.ORG / 405-612-6975 Date: Monday, February 16, 2026
 Product Description: 2026 Chevrolet Tahoe (CC10706) 2WD 4dr Police Email: DHOUSTON@USAAUTOMOTIVEPART

A. Bid Series: 2026 CHEVROLET TAHOE PPV 2WD A. Base Price: \$ 49,980.00

B. Published Options [Itemize each below] Quote Number: 4927

Code	Model Vehicle				
CC10706	2026 Chevrolet Tahoe (CC10706) 2WD 4dr Police				
Code	Options	Bid Price	Code	Options	Bid Price
7X3	Spotlamp, left-hand	\$0.00	MHU	Transmission, 10-speed automatic	\$0.00
0	26MY BUYBOARD PRICE DIFFERENCE	\$6,170.00	PXT	Wheels, 20" x 9" 50.8 cm x 22.9 cm steel	\$0.00
1FL	Commercial Preferred Equipment Group	\$0.00	LRW	Audio system, 17.7" diagonal advanced color Lt	\$0.00
C6C	GVWR, 7400 lbs, 3357 kg	\$0.00	VPV	Ship Thru, Produced in Arlington Assembly and	\$0.00
FE9	Emissions, Federal requirements	\$0.00	XCS	Tires, 275/55R20SL all-season, blackwall, Fires	\$0.00
GBA	Black	\$0.00	Z56	Suspension Package, heavy-duty, police-rated.	\$0.00
GU5	Rear axle, 3.23 ratio	\$0.00			
H1T	Jet Black, Cloth seat trim	\$0.00			
L84	Engine, 5.3L EcoTec3 V8	\$0.00			
Total of B. Published Options					\$ 6,170.00

C. Unpublished Options [Itemize each below, not to exceed 25%]

Unpublished Options	Bid Price	Unpublished Options	Bid Price
DELIVERY CHARGE	500		
Total of C. Unpublished Options:			\$ 500.00

D. Registration, Inspection, Paperwork, Postage cost, Courthouse time, & Runner time:

E. Upfitter/Quote Number: CAPQ-112555 \$ 30,053.00

F. Delivery ETA: STOCK UNIT REF TR116989 + UPFIT LEAD TIME \$ -

G. Floor Plan Interest (for in-stock and/or equipped vehicles):

H. Lot Insurance (for in-stock and/or equipped vehicles):

I. Contract Price Adjustment:

J. Additional Delivery Charge miles \$ -

K. Subtotal \$ 86,703.00

L. Quantity Ordered 3 x K = \$ 260,109.00

M. Trade in:

N. Coop Fee per purchase order \$ 400.00

O. Total purchase price with coop fee (Prices and availability are subject to change without notice) \$ 260,509.00

DISCLAIMER

PRICES AND AVAILABILITY CAN CHANGE AT ANY TIME WITHOUT FURTHER NOTICE DUE TO SUPPLY CHAIN CHALLENGES. REVERIFY PRICING BEFORE ISSUING A PURCHASE ORDER. FINAL PRICE IS NOT CONFIRMED UNTIL VEHICLE ORDER IS ACCEPTED BY THE MANUFACTURER. ACKNOWLEDGE BY EMAIL RECEIPT THAT THE PURCHASE ORDER WAS RECEIVED BY USA AUTOMOTIVE PARTNERS, LLC. (CALDWELL COUNTRY CHEVROLET, ROCKDALE COUNTRY FORD dba CALDWELL COUNTRY FORD, CAMERON COUNTRY CDJR)