

City of University Park, Texas

VEHICLE PROCUREMENT REQUISITION (VPR)

Date 8/31/2021

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:	2022 Chevrolet 2500hd silverado, double cab
User Department	Traffic Department
Type of purchase:	
1. Planned replacen	nent 🛛
2. Early replacemen	t 🗆
3. Upgrade	
4. Addition	
Dept. mgr. signature	
Dept. head signature	Ju f
Anticipated City Counci	I 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.

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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.

	5/16/21
Director of Finance	Date
	9/23/21
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.

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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: APRIL 26, 2021	Address: P. O. Box 27, Caldwell, TX 77836		
Contract Number: BUY BOARD #601-19	Tax ID # 14-1856872		

Product Description : 2022 CHEVROLET 2500HD SILVERADO 4X2 DOUBLE CAB W/FLATBED CC20953

A Base Price & Options:

\$36,822

B Fleet Quote Option:

	Description	Cost	Code	Description	Cos
	4X2-DOUBLE CAB, 56" CA, 10,200#GVWR, 6.6L-V8 GAS, 6-SPD AUTOMATIC, 3.73 LOCKING REAR AXLE DIFFERENTIAL, FULL SIZE SPARE TIRE AND WHEEL, 40-20-40 VINYL, FULL RUBBER FLOOR, AIR CONDITION, AMFM- STEREO W/BLUETOOTH, TILT, CRUISE, POWER WINDOWS, POWER LOCKS, KEYLESS ENTRY, 8' STEEL FLATBED W/HEADBOARD, (2) UNDERNEATH TOOL BOXES-FRONT, REAR VISION CAMERA, CLASS V REAR HITCH W/7-WAY PLUG	INCL			
	GM WARRANTY 5YR/100,000 MILES POWERTRAIN @ N/C	INCL		CALDWELL COUNTRY PO BOX 27 CALDWELL, TEXAS 77836	
	-1.2				
lubtot	ublished Options		and and		INCL
Unp	ublished Options				
	Description				

D Other Price Adjustments	Installation, Delivery, Etc)	
Subtotal D		INCL
	on-Equipment Charges(A+B+C+D)	\$36,822
Quantity Ordered		1
Subtotal E		\$36,822
F Non-Equipment Charges (Tr	ade-In, Warranty, Etc)	
BUY BOARD FEE (\$400 PER	PO, NOT PER UNIT)	N/I
G. Color of Vehicle: WHITE		
H. Total Purchase Price (E+		\$36,822