



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: 2021 John Deere 315SLUser Department Streets Department

Type of purchase:

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

Dept. mgr. signature _____

Dept. head signature 

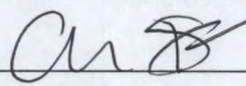
Anticipated City Council meeting approval date: _____

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.

 9/27/2021

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.

**JOHN DEERE**

Investment Proposal (Quote)

RDO Equipment Co.
3230 East Airport Freeway
Irving TX, 75062
Phone: (972) 438-4699 - Fax: (972) 438-6789

Proposal for:
CITY OF UNIVERSITY PARK
4420 WORCOLA ST
DALLAS, TX, 752065014
DALLAS

Investment Proposal Date: 4/26/2021
Pricing Valid Until: 10/31/2021
Deal Number: 1438915
Customer Account#: 1644006
Sales Professional: Brandon Aldridge
Phone: (972) 438-4699
Fax: (972) 554-2132
Email: BAldridge@rdoequipment.com

Comments

SOURCEWELL QUOTE 032119-JDC

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2021 JOHN DEERE 315SL	\$177,223.00
Customer Discount SOURCEWELL DISCOUNT (NOT BUYBOARD QUALIFIED)				(\$57,846.00)
Equipment Subtotal:				\$119,377.00

Purchase Order Totals

Balance:	\$119,377.00
TX STATE TAX:	\$0.00
TX CITY TAX:	\$0.00
TX SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$119,377.00
Cash with Order:	\$0.00
Balance Due:	\$119,377.00

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	TBD	2021 JOHN DEERE 315SL	None