



City of University Park, Texas

VEHICLE PROCUREMENT REQUISITION (VPR)

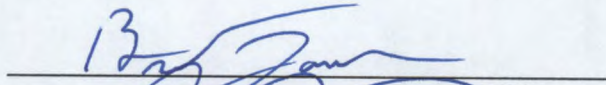
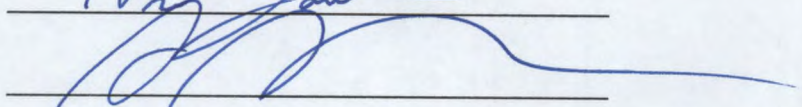
Date 8/31/2021

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 1500 Silverado Double cabUser Department Parks Department

Type of purchase:

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

Dept. mgr. signature Dept. head signature 

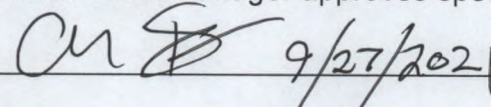
Anticipated City Council meeting approval date: _____

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.

QUOTE# 00BB

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 1500 SILVERADO 4X2 DOUBLE CAB SWB CC10753					
A Base Price & Options:					\$26,710
B Fleet Quote Option:					
Code	Description	Cost	Code	Description	Cost
	4X2-DOUBLE CAB, 5.3L-V8, 6-SPD AUTOMATIC, 40-20-40 VINYL, FULL RUBBER FLOOR, AIR CONDITION, AMFM- STEREO W/BLUETOOTH, TILT, POWER WINDOWS, POWER LOCKS, (NO KEYLESS ENTRY, SHORT BOX, REAR STEP BUMPER, OEM HD TRAILER TOW PACKAGE, 3-PIECE HARD TONNEAU COVER	INCL			
	GM WARRANTY 5YR/100,000 MILES POWERTRAIN @ N/C	INCL		CALDWELL COUNTRY PO BOX 27 CALDWELL, TEXAS 77836	
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)					\$26,710

Quantity Ordered	1
Subtotal E	\$26,710
F Non-Equipment Charges (Trade-In, Warranty, Etc...)	
BUY BOARD FEE (\$400 PER PO, NOT PER UNIT)	N/I
G. Color of Vehicle: WHITE	
H. Total Purchase Price (E+F)	\$26,710
Estimated Delivery Date:	Q1-2022