



# CENTRAL SERVICES FLEET REQUEST FORM

Department: CHL SUC Division: TRANSFER STATION

Approved in Fiscal Year Budget Y X N      Capital Project #: 20164531618

Desc of vehicle/equipment: 2015 FORD T-150 VAN  
YEAR MAKE MODEL

Additional Body or Apparatus: N/A

Replacement/Addition\*:      XX  
REPLACEMENT ADDITION

Unit Number to be Replaced N/A Submitted Transfer/Retirement Form: N/A

Additional Comments: NEW 10 PASSENGER VAN  
FOR INMATE TRANSPORT MUST HAVE BEFORE  
8-1-15

Non-Standard Options Approvals:            
CITY MANAGER DATE

Vehicle/Equipment assignment: Unit #:      To:     

Approval of Department Director: [Signature] Date: 7/5/15  
 Approval of Fleet Department: [Signature] Date: 7/5/15  
 Approval of Central Services: [Signature] Date: 7/5/15

Upon final completion and obtaining all signatures, copy this form to:

- One copy to permanent Vehicle/Equip file (Motorpool)
- One copy to Requesting department
- One copy to Procurement department
- One copy to Accounting-Fixed Assets

\*Asset Retirement/Re-Assignment Form must accompany Vehicle Request Form

##### ↓ FLEET USE ONLY ↓ #####

Base vehicle description:     

BASE PRICE:       
 Color       
 Approved Options       
 Approved Options       
 Approved Options       
 Approved Options       
 Approved Options       
 Approved Options     

TOTAL PRICE:



City of Griffin, Georgia  
P O Box T  
Griffin, Georgia 30224  
(770) 229-6400

DATE: 7/8/15

Purchase Order No. \_\_\_\_\_

Statewide Contract \_\_\_\_\_

Bid/Quote No. \_\_\_\_\_

Vendor No. \_\_\_\_\_

Vendor Name & Address

**Speedway Ford**  
**1710 N Expressway**  
**Griffin, GA 30223**

[lewis@gafordtrucks.com](mailto:lewis@gafordtrucks.com)

Ph: 678-972-1299

Fax: \_\_\_\_\_

Freight is F.O.B. Destination

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:

City of Griffin  
Dept: Motorpool  
245 Emlet Drive  
Griffin, GA 30224

Phill Francis / (Phill Francis- Solid Waste)

Phone: 770-233-4399

Fax: 770-229-6419

Freight is FOB Destination  
Deliveries are to be sent to  
Motorpool  
between the hours of  
8:00 a.m. and 4 p.m.

Invoices are to be sent to  
requesting dept. for approval.  
Payment inquiries should be  
directed to Accounts Payable  
([accounting.vital@cityofgriffin.com](mailto:accounting.vital@cityofgriffin.com))

-- ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR  
PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. --

- VENDORS MUST HAVE A CURRENT E-VERIFY AFFIDAVIT ON FILE PRIOR TO PO PROCESSING -

On File? Y/N

**Y**

Vehicles/equip per attached specifications	Account Number	Qty	UOM	Unit Price	Extended Totals
10 passenger T150 XL per attached quote	540 - 4531 - 54 - 2220 - 0000	1		28,857.00	28,857.00
#2016-4531-6-18 Transfer Station	- - - - -				
	- - - - -				
	- - - - -				
	- - - - -				
<b>UNIT NO. of asset being surplused:</b>	<b>new</b>	ARF attached?	<b>N</b>	<b>TOTAL \$</b>	<b>28,857.00</b>
CAPITAL PROJ#: CP2016- 4531-6-18	540 - 4531 - 54 - 9999 - 0000				-28,857.00
	540 - 4500 - 11 - 7500 - 0000				28,857.00
<b>Note: All deliveries are to be made to authorized COG Motorpool</b>				<b>**TOTAL \$</b>	<b>28,857.00</b>

COG USE ONLY

Payment method: CASH \_\_\_\_\_ LEASE \_\_\_\_\_ GRANT \_\_\_\_\_ LEINHOLDER: \_\_\_\_\_

VIN:	EQUIP ID:	TAG:	IN SERV (M/Y):
VIN:	EQUIP ID:	TAG:	IN SERV (M/Y):
VIN:	EQUIP ID:	TAG:	IN SERV (M/Y):
VIN:	EQUIP ID:	TAG:	IN SERV (M/Y):
VIN:	EQUIP ID:	TAG:	IN SERV (M/Y):

Dept request	APPROVALS	
Agenda item copy		
Fleet authorization	Dept / Requestor / Date	Purchasing / Date
Leinholder info		
Order (cc PF, SW, rqrstr)		
Invoicing/Delivery	Department Mgr / Date	Finance Director / Date
Payment/MSO		
Tag/Origs to Finance		
Risk Mgmt	City Manager / Date	BOARD / Date
Fixed Assets		

# TERMS AND CONDITIONS OF PO / CONTRACT

## **ARTICLE 1 PURCHASE ORDER AUTHORIZATION**

Vendors are required to be registered with the City and to have an authorized City Purchase Order (P.O.) before any items/goods/services are delivered. Any shipments made prior to the receipt of a City P.O. are made at the sole risk of the vendor. Payment may be withheld for any and all items/goods/services delivered without an authorized P.O.

## **ARTICLE 2 PURCHASE ORDER NUMBER**

The Purchaser's purchase order number and the successful seller's name (from the bid or proposal) must appear on all packing slips, packages, invoices, bills of lading, warehouse receipts and correspondence with Purchaser. Materials must be properly packaged and marked with the order number. Damaged material will not be accepted.

## **ARTICLE 3 ACCEPTANCES**

All terms and conditions of the purchase order shall become part of the contract between the Seller and Purchaser; the Seller's different or additional terms will not become part of this contract.

## **ARTICLE 4 PRICE**

Seller warrants that the prices quoted hereunder are the lowest prices these or similar articles are sold by the Seller to other customers and in the event of any price reduction between execution of the purchase order and delivery of the goods, purchaser shall be entitled to such reduction.

## **ARTICLE 5 DELIVERIES, TITLE AND RISK OF LOSS**

Title shall pass to Purchaser on delivery of the conforming goods to Purchaser's designated plant or location. Notwithstanding any agreement to pay freight express or other transportation charges, the risk of loss or damage in transit shall be upon the Seller. Delivery shall not be complete until the goods have been actually received, inspected and accepted by the Purchaser.

## **ARTICLE 6 PARTS**

The Seller agrees to make functional parts available for a period of five years after final production run.

## **ARTICLE 7 WARRANTIES**

The Seller warrants that the goods and services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the Seller knows of the Purchaser's intended use, the Seller warrants that the goods or services are suitable for that intended use.

## **ARTICLE 8 REMEDIES**

Regardless of whether goods are being sold or leased or whether services are being performed, the Seller and Purchaser agree that both parties have all the Uniform Commercial Code rights, duties, and remedies available as well as all remedies allowed by law and the purchase order.

## **ARTICLE 9 CONFLICTS OF LAWS**

The agreement of purchase and the performance of the parties hereunder shall be construed with and governed by the laws of the State of Georgia.

## **ARTICLE 10 MODIFICATIONS**

No modifications in prices, delivery methods or schedule, quality, quantity, specifications or any other term of the contract will be effective unless agreed to in writing, signed by Procurement

## **ARTICLE 11 PATENT INFRINGEMENT**

Seller shall hold purchaser harmless from all judgments and expenses arising out of any alleged patent infringement by our use of the merchandise ordered.

## **ARTICLE 12 TERMINATIONS FOR CAUSE**

Purchaser may terminate this contract for cause in the event of a default by Seller. In such event, Purchaser shall not be liable to Seller for any amounts, and Seller shall be liable for and shall hold Purchaser harmless from any damage occasioned by Seller's breach or default.

## **ARTICLE 13 TERMINATIONS FOR CONVENIENCE**

Purchaser may at any time terminate the order in whole or in part for its convenience upon which written notice to Seller in which event Seller shall be entitled to reasonable termination charges which reflects the percentage of the work performed prior to termination.

## **ARTICLE 14 ENTIRE AGREEMENTS**

The purchase order and any documents referred to on the face thereof constitute the entire agreement between the parties and can only be modified in writing and signed by both parties. No part of this order may be assigned or subcontracted without the written approval of the Purchaser. Any moneys due Purchaser from Seller can be set off from any moneys due Seller from Purchaser whether or not under this contract. Purchaser's failure to insist on any right shall not operate as a waiver of any other right. Time is of the essence of this contract.

## **ARTICLE 15 WORKS ON PREMISES**

If the order includes work to be performed on Purchaser's premises, Seller agrees to indemnify the Purchaser from all loss or damage arising out of such work, to observe the highest safety standard, to maintain adequate insurance and to furnish evidence of such insurance at Purchaser's request.

## **ARTICLE 16 QUALITY GUARANTEE**

If any product delivered does not meet applicable specifications, or if the product shall not produce the effect that the supplier represents to the City, the supplier shall pick up the product from the City at no expense to the City. Also, the supplier shall refund to The City of Griffin any money which has been paid for the same. The supplier shall be responsible for attorney fees in the event the supplier defaults and court action is required.

## **ARTICLE 17 QUALITY TERMS**

The City reserves the right to reject any and/or all materials if, in its judgment, the items reflect unsatisfactory workmanship, manufacturing or shipping damage.



1710 N Expressway ~ Griffin, GA 30223  
 Phone: 678-972-1299 Fax: 888-893-6620  
[Lewis@GaFordTrucks.com](mailto:Lewis@GaFordTrucks.com)

Contact: <u>Phil Francis</u>		Company: <u>City of Griffin</u>	
Address: <u>100 S. Hill St.</u>			
City: <u>Griffin</u>		State: <u>GA</u>	Zip: <u>30224</u>
Phone: <u>770-229-6421</u>	Fax: <u>0</u>	E-Mail: <u>pfrancis@cityofgriffin.com</u>	
Stock #: <u>Locate</u>	Year: <u>2015</u>	Make: <u>FORD</u>	Model: <u>T150 Low Roof XL</u>
VIN: <u>0.00</u>		Cab: <u>Wagon</u>	Mileage: <u>0</u>

**Specifications:**

3.7Ltr V6, WB130

10 Passenger, Front & Rear A/C, Reverse Park Aid

Added Equipment:	Vehicle MSRP	\$35,245.00
	Discounts	\$6,388.00
	Rebates	\$0.00
	Fleet Incentive / CPA / GPC	\$0.00
	Price Before Added Equipment	\$28,857.00
0		\$0.00
0		\$0.00
0		\$0.00

Must be titled in Company Name.  
 Quotes are not binding until accepted by management.  
 Some incentives must be qualified for and are zip code restrictive. Always ask for most current pricing. Prices and incentives are subject to change without notice & without incurring obligation. TAVT Taxes are set by state and WILL vary.

<b>Total Before Taxes &amp; Fees</b>	<b>\$28,857.00</b>
Trade Allowance(s)	\$0.00
Administrative Fee	\$0.00
Estimated TAVT	\$0.00
Title-Tag/GWRA/Digital Enroll Fee	\$0.00
Trade Pay Off	\$0.00
Sub Total	\$28,857.00
Cash Down	\$0.00
<b>Balance</b>	<b>\$28,857.00</b>

Plan	Years	Miles	Deductible	Price
0	0	0	\$0	\$0.00

Ask us for full details on ESP coverages



**Extended Service Plan**

**NOTES:**

FIN: QD877 Reference: CP# 2016-4531-6-18 Transfer Station

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Quote Prepared by: Lewis Minter

Date: 7/2/2015

Quote Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_



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T&F

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*ESTIMATE*

**Option Pricing**

**Selection**

Cruise Control	\$204.00	
Power Windows and Door Locks	\$422.00	X
Full length carpet with color mats	\$971.00	
Privacy Glass	\$393.00	
Daytime Running Lights	\$38.00	X
Service Manuals, Shop Manuals and Bulletins	\$250.00	
L/S - LIMITED SLIP AXLE ~ RATIO DEPENDENT UPON EQUIPMENT	\$230.00	X
15C - BACK UP CAMERA	\$401.00	
18A - EXTERIOR UPGRADE PACKAGE	\$337.00	
18G - INTERIOR UPGRADE	\$971.00	
414 - 2 ADDITIONAL KEYS	\$38.00	
43R - REVERSE SENSING SYSTEM	\$239.00	X
52S - UPFITTER SWITCHES	\$73.00	
536 - CLASS IV TRAILER TOW	\$244.00	
54Q - POWER EXTERIOR MIRRORS (INCLUDES POWER GROUP)	\$525.00	
574 - HIGH CAPACITY AIR CONDITIONING	\$703.00	X
60J - MESSAGE CENTER	\$162.00	
60S - SLIDING SIDE DOOR	\$0.00	

Rear step bumper	\$147.00	X
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not on SWC list

options	\$1,779.00
base	\$33,666.58
	<b>\$35,445.58</b>