



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

DATE: 7/29/15

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

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

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

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

Vendor Name &amp; 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 / (Frank Strickland-Public Safety)

Phone: \_\_\_\_\_

770-233-4399

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

770-229-6419

**-- 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
F250 6.2L V8 gas, 4x2 for Animal Cntrl	101 - 3910 - 54 - 2200 - 0000	2		20,801.00	41,602.00
8' bed, 3.73 rear axle, trailer tow pkg,	- - - -				
reverse sensing, DT running lights, spray-in	- - - -				
bedliner, other options as specified on quote	- - - -				
white exterior	- - - -				
<b>UNIT NO. of asset being surplused:</b>	<b>293 &amp; 298</b>	ARF attached?	<b>Y</b>	<b>TOTAL \$</b>	<b>41,602.00</b>
CAPITAL PROJ#: CP2016- 3910-6-5	901 - 0000 - 13 - 1101 - 0000				-41,602.00
ETA: 10-12 weeks on order	901 - 3200 - 11 - 7401 - 0000				41,602.00
<b>Note: All deliveries are to be made to authorized COG Motorpool</b>				<b>**TOTAL \$</b>	<b>41,602.00</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):

APPROVALS

	Dept request	↓ APPROVALS      ↓			
	Agenda item copy				
	Fleet authorization	Dept / Requestor / Date		Purchasing / Date	
	Leinholder info				
	Order (cc PF,SW,rqstr)				
	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.

# GOVERNMENT SALES -

Animal Control-2

updated to F250

2015 Ford F150 (1/2 ton)  
Regular Cab, 6 Cyl, 4x2, SWB

SWC: \_\_\_\_\_

## Equipment included in Base price

3.5L V6 Flex Fuel engine  
6 Speed Automatic Transmission  
Factory Installed A/C  
AM-FM Radio  
Solar Tinted Glass  
Power Steering  
Power ABS Brakes  
Vinyl 40/20/40 Bench Seat  
Rubber Floor Covering  
Full Size Spare  
Step Bumper  
Short Bed (6.5 ft)  
6500 GVWR  
P235/70Rx17 Tires

	Colors Available	
	Exterior	Interior
PQ	Race Red	GREY
N1	BlueJeans	GREY
UX	Ingot Silver	GREY
UH	Tuxedo Black	GREY
YZ	White	GREY

**NOTE** If no exterior color specified,  
the default is **white**

- \* 5.0 V8 or Ecoboost engine  
required
- \*\* Not available with regular  
cab short wheel base

Base Price \$ \_\_\_\_\_

Code	Options	Price
99F	5.0L V8 Flex Fuel engine	_____
145	Long Bed (8 ft)	_____
X1C	Super Cab (6.5 ft. bed)	_____
X1CLong	Super Cab (8 ft. bed) *	_____
F1E	4x4 Option (All models)	_____
413	Skid Plates	_____
595	Fog Lights	_____
W1C	Crew Cab XL SWB (V8 or 3.5 EcoBoost required with 4X4 Crew Cab)	_____
W1E	Crew Cab XL LWB*	_____
XH9	Limited Slip Axle	_____
52N	Tilt / Cruise	_____
58B	AM-FM-CD	_____
942	<input checked="" type="checkbox"/> Daytime Running Lights	_____
85A	Power Windows/Locks/Mirrors	_____
53A	Trailer Tow Package	_____
54T	Trailer Tow Mirrors	_____
101A	XL Power Group w/ SYNC	_____
52B/50S	Cruise control & SYNC	_____
C*	40-20-40 Cloth Split Bench	_____
67T	Electric Brake Controller	_____
168	Carpet w/ Mats	_____
66S	XL SSV Package	_____
300A	XLT Package	_____
301A	Convenience Package for XLT (requires 300A ,53A & 76C)	_____
U*	XLT Cloth Bucket-NA on r/cab	_____
76C	Rearview camera-requires 85A	_____
76R	<input checked="" type="checkbox"/> Reverse Sensing-requires 53A	_____
ATK	<input checked="" type="checkbox"/> Spray-in Bedliner	_____

Added Optional Equipment (frm above)

Color: \_\_\_\_\_

\*Other - Specify: \_\_\_\_\_

\*Other - Specify: \_\_\_\_\_

\*Other - Specify: \_\_\_\_\_

\*Other - Specify: \_\_\_\_\_

Delivery/Other (specify) \_\_\_\_\_

Total \$ \_\_\_\_\_

Contact \_\_\_\_\_  
Dept \_\_\_\_\_



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

Contact: <u>Cindy Fay</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>770-229-6401</u>	Fax: <u>0</u>	E-Mail: <u>cfay@cityofgriffin.com</u>	
Stock #: <u>Factory Order</u>	Year: <u>2016</u>	Make: <u>FORD</u>	Model: <u>F250</u>
VIN: <u>0.00</u>		Cab: <u>Regular</u>	Mileage: <u>0</u>

**Specifications:**

WB137 8' Bed, 10000LB GVWR, 6.2Ltr V8 Gas, 2WD, 3.73 Rear, Trailer Tow Pack, Reverse Sensing  
 Daytime Run Lights, Spray Bedliner, White Ext., Gray Int.

<b>Added Equipment:</b>	Vehicle MSRP	\$34,365.00
	Discounts	\$13,564.00
	Rebates	\$0.00
	Fleet Incentive / CPA / GPC	\$0.00
	Price Before Added Equipment	\$20,801.00
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>\$20,801.00</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	\$20,801.00
	Cash Down	\$0.00
	<b>Balance</b>	<b>\$20,801.00</b>

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



**Extended Service Plan**

Ask us for full details on ESP coverages

**NOTES:**

FIN: QD877 Reference: Animal Control units 1 & 2  
 ETA: 10-12 Weeks

Quote Prepared by: Lewis Minter

Date: 7/10/2015

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

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



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 Fuel your fleet for less.  
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[www.GaFordTrucks.com](http://www.GaFordTrucks.com)

Animal Control  
option 2

**Cindy Fay, CPPB/GCPA**

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**From:** Lewis <lewis@gafordtrucks.com>  
**Sent:** Friday, July 10, 2015 2:59 PM  
**To:** Cindy Fay, CPPB/GCPA  
**Subject:** RE: quotes for F250 for animal control  
**Attachments:** COG F2A AnimalCon Quote.pdf

Cindy,

Here is an F250 in lieu of the F150 for you to consider. It is less than the F150 due to the price concession difference between the two.

ETA is 10-12 Weeks

Respectfully,  
Lewis Minter  
Speedway Ford Commercial & Fleet  
Griffin, GA 678-972-1299 [www.gafordtrucks.com](http://www.gafordtrucks.com)  
Hours: M-F 7:30 to 5:30 SAT by appointment

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**From:** Cindy Fay, CPPB/GCPA [mailto:[cfay@cityofgriffin.com](mailto:cfay@cityofgriffin.com)]  
**Sent:** Tuesday, July 07, 2015 3:00 PM  
**To:** 'Lewis '  
**Subject:** quotes for F250 for animal control

I suspect it would be very much considered. Price a basic F250 with the long wheel base (unless the F250 is already as long as a F150 long wheel base). Need to have reverse sensing, daytime running lights and spray in bedliner.

I am assuming that the 2015 F150 short wb is no longer an option. I think Code Enforcement may be in dire need, so let me know what a short wheel base would be on the F250 as well. Thanks.

**Cindy Fay, CPPB/GCPA**  
Accounting | Procurement Analyst

---

**From:** Lewis [mailto:[lewis@gafordtrucks.com](mailto:lewis@gafordtrucks.com)]  
**Sent:** Monday, June 29, 2015 9:59 AM  
**To:** Cindy Fay, CPPB/GCPA  
**Subject:** RE: sharpen you pencil - quote requests

Good Morning Cindy,

On these two units do you think an F250 could be an option? I can get those in the time frame you speak of if the F250 will work for you in this application. When comparing the F150 vs F250 there usually is not much price difference with the discounts. Your thoughts?



# CENTRAL SERVICES PS Animal Control -2

## FLEET REQUEST FORM

Department Public Safety Div: Animal Control When needed: ASAP  
 Capital Project # CP2016-3910-6-5 Within Budget ☒ Y/N: Y (Apprvd) Amt Budgeted: \$25,000.00  
 Desc of vehicle/equipment: 2013 Ford F150 pickup  
YEAR MAKE MODEL  
 Additional Body or Apparatus: STANDARD Equipment  
 Replacement/Addition\*: Replacement  
REPLACEMENT ADDITION  
 Unit Number to be Replaced: 293 Retirement Form included w/submission? ☒ Y/N: Y  
 Additional Comments: EXCESSIVE Repairs and High mileage

Non-Standard Options Approvals: \_\_\_\_\_  
CITY MANAGER DATE

Vehicle/Equipment assignment: Unit #: \_\_\_\_\_ To: \_\_\_\_\_

Approval of Requesting Department: [Signature] Date: 6/17/15

Approval of Fleet Department: [Signature] Date: 6/16/15

Completed copies will be sent as follows: with order

Requesting department  
 Fleet Director  
 Vehicle/Equip file (Motorpool)  
 Procurement  
 Budget  
 Fixed Assets

at delivery (invoice) to:

Procurement  
 Motorpool Admin  
 Risk Mgmt  
 Fixed Assets

FLEET makes the final determination on whether a vehicle is retired or transferred. If you feel the vehicle  
 \* being replaced should be TRANSFERRED (i.e. within your department) rather than Retired, contact  
 Procurement for the TRANSFER Request form.



# CENTRAL SERVICES

## FLEET RETIREMENT REQUEST FORM

PS Animal Control -2

CURRENTLY assigned to:

Department: Public Safety Division: Animal ControlFLEET - Unit #: 293VIN# or Serial # 1D7HA16N88J193 Tag #: 762 (N/A only if off road)Desc of vehicle/equipment 2008 Dodge Ram 1500  
YEAR MAKE MODELBody Style & Description: Pick up truck  
BODY STYLE (ie. SEDAN, TRUCK, TRACKHOE, ETC)white  
ADDITIONAL DESCRIPTION (ie. COLOR, 2WD/4WD, IDENTIFYING FEATURES, ALIAS INFO, ETC)Current Odometer/Hourmeter Reading: 100,189 MILES OR \_\_\_\_\_ HOURS

How was Fleet Unit obtained? (must select &amp; detail one)

☒ Direct Purchase by City Carl Gregory Columbus, GA☐ Seized or abandoned asset (case number & date) \_\_\_\_\_☐ Other (Donation, Grant, etc.) \_\_\_\_\_**REASON FOR RETIRING:**☒ Mileage too high for continued use in this capacity \_\_\_\_\_☒ Mechanical Issues (if so, list issues) \_\_\_\_\_☐ Accident - release to responsible insurance agency \_\_\_\_\_☐ Accident - unable or not cost-effective to repair \_\_\_\_\_ estimated repair costs☐ Other (explain) \_\_\_\_\_Department Director [Signature]Date: 6/17/15Approval of Fleet Director: [Signature]Date: 6/17/15**MOTOR POOL ASSESSMENT OF FLEET RETIREMENT REQUEST**☐ RE-PURPOSE Fleet Unit to another Department \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ DIVISION \_\_\_\_\_☐ RETIRE Fleet to 'Reserve Status' at Fleet Maintenance Facility☒ SELL Fleet Unit at auction CADY DEALS.COM☐ RELINQUISH to insurance company for settlement proceeds \_\_\_\_\_☐ DONATE to another government or agency \_\_\_\_\_☐ Other (explain) \_\_\_\_\_

# GOVERNMENT SALES -

Animal Control-1

2015 Ford F150 (1/2 ton) *updated to F250*  
Regular Cab, 6 Cyl, 4x2, SWB

SWC: \_\_\_\_\_

## Equipment included in Base price

3.5L V6 Flex Fuel engine  
6 Speed Automatic Transmission  
Factory Installed A/C  
AM-FM Radio  
Solar Tinted Glass  
Power Steering  
Power ABS Brakes  
Vinyl 40/20/40 Bench Seat  
Rubber Floor Covering  
Full Size Spare  
Step Bumper  
Short Bed (6.5 ft)  
6500 GVWR  
P235/70Rx17 Tires

Colors Available

	Exterior	Interior
PQ	Race Red	GREY
N1	BlueJeans	GREY
UX	Ingot Silver	GREY
UH	Tuxedo Black	GREY
YZ	White	GREY

**NOTE:** If no exterior color specified,  
the default is **white**

Code	Options	Price
99F	5.0L V8 Flex Fuel engine	
145	Long Bed (8 ft)	
X1C	Super Cab (6.5 ft. bed)	
X1CLong	Super Cab (8 ft. bed) *	
F1E	4x4 Option (All models)	
413	Skid Plates	
595	Fog Lights	
W1C	Crew Cab XL SWB (V8 or 3.5 EcoBoost required with 4X4 Crew Cab)	
W1E	Crew Cab XL LWB*	
XH9	Limited Slip Axle	
52N	Tilt / Cruise	
58B	AM-FM-CD	
942	<input checked="" type="checkbox"/> Daytime Running Lights	
85A	Power Windows/Locks/Mirrors	
53A	Trailer Tow Package	
54T	Trailer Tow Mirrors	
101A	XL Power Group w/ SYNC	
52B/50S	Cruise control & SYNC	
C*	40-20-40 Cloth Split Bench	
67T	Electric Brake Controller	
168	Carpet w/ Mats	
66S	XL SSV Package	
300A	XLT Package	
301A	Convenience Package for XLT (requires 300A ,53A & 76C)	
U*	XLT Cloth Bucket-NA on r/cab	
76C	Rearview camera-requires 85A	
76R	<input checked="" type="checkbox"/> Reverse Sensing-requires 53A	
ATK	<input checked="" type="checkbox"/> Spray-in Bedliner	

\* 5.0 V8 or Ecoboost engine  
required

\*\* Not available with regular  
cab short wheel base

Added Optional Equipment (frm above)

Color: \_\_\_\_\_

\*Other - Specify: \_\_\_\_\_

\*Other - Specify: \_\_\_\_\_

\*Other - Specify: \_\_\_\_\_

\*Other - Specify: \_\_\_\_\_

Delivery/Other (specify) \_\_\_\_\_

Total

\$ \_\_\_\_\_

Contact \_\_\_\_\_

Dept \_\_\_\_\_

Animal Control-1






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

Contact: <u>Cindy Fay</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>770-229-6401</u>	Fax: <u>0</u>	E-Mail: <u>cfay@cityofgriffin.com</u>	
Stock #: <u>Factory Order</u>		Year: <u>2016</u>	Make: <u>FORD</u>
VIN: <u>0.00</u>		Cab: <u>Regular</u>	Model: <u>F250</u>
Mileage: <u>0</u>			

**Specifications:**

WB137 8' Bed, 10000LB GVWR, 6.2Ltr V8 Gas, 2WD, 3.73 Rear, Trailer Tow Pack, Reverse Sensing  
 Daytime Run Lights, Spray Bedliner, White Ext., Gray Int.

<b>Added Equipment:</b>	Vehicle MSRP	\$34,365.00			
	Discounts	\$13,564.00			
	Rebates	\$0.00			
	Fleet Incentive / CPA / GPC	\$0.00			
	Price Before Added Equipment	\$20,801.00			
0		\$0.00			
0		\$0.00			
0		\$0.00			
<p>Must be titled in Company Name.</p> <p>Quotes are not binding until accepted by management.</p> <p>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 &amp; without incurring obligation. TAVT Taxes are set by state and WILL vary.</p>	<b>Total Before Taxes &amp; Fees</b>	<b>\$20,801.00</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	\$20,801.00			
	Cash Down	\$0.00			
	<b>Balance</b>	<b>\$20,801.00</b>			
Plan	Years	Miles	Deductible	Price	 <b>Extended Service Plan</b>
0	0	0	\$0	\$0.00	

Ask us for full details on ESP coverages

**NOTES:**

FIN: QD877

Reference: Animal Control units 1 & 2

ETA: 10-12 Weeks

Quote Prepared by: Lewis Minter

Date: 7/10/2015

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

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



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Animal Control  
option 2

**Cindy Fay, CPPB/GCPA**

---

**From:** Lewis <lewis@gafordtrucks.com>  
**Sent:** Friday, July 10, 2015 2:59 PM  
**To:** Cindy Fay, CPPB/GCPA  
**Subject:** RE: quotes for F250 for animal control  
**Attachments:** COG F2A AnimalCon Quote.pdf

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Respectfully,  
Lewis Minter  
Speedway Ford Commercial & Fleet  
Griffin, GA 678-972-1299 [www.gafordtrucks.com](http://www.gafordtrucks.com)  
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**Cindy Fay, CPPB/GCPA**  
Accounting | Procurement Analyst

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CENTRAL SERVICES  
FLEET REQUEST FORM

FLEET REQUEST FY16

PS Animal Control

Department Public Safety Div: Animal Control When needed: ASAP  
Capital Project # CP2016-3910-6-5 Within budget Y/N: Y (Apprvd) Amt Budgeted: \$25,000  
Desc of vehicle/equipment: 2015 Ford F150 Pick Up  
YEAR MAKE MODEL  
Additional Body or Apparatus: Standard Equipment  
Replacement/Addition\*: REPLACEMENT ADDITION  
Unit Number to be Replaced: 298 Retirement Form included w/submission? ☒ Y N: Y  
Additional Comments: Excessive Repairs and High mileage

Non-Standard Options Approvals:

CITY MANAGER

DATE

Vehicle/Equipment assignment: Unit #: \_\_\_\_\_ To: \_\_\_\_\_

Approval of Requesting Department: [Signature] Date: 6/17/15

Approval of Fleet Department: [Signature] Date: 6/16/15

Completed copies will be sent as follows: with order

Requesting department  
Fleet Director  
Vehicle/Equip file (Motorpool)  
Procurement  
Budget  
Fixed Assets

at delivery (invoice) to:

Procurement  
Motorpool Admin  
Risk Mgmt  
Fixed Assets

FLEET makes the final determination on whether a vehicle is retired or transferred. If you feel the vehicle  
\* being replaced should be TRANSFERRED (i.e. within your department) rather than Retired, contact  
Procurement for the TRANSFER Request form.



# CENTRAL SERVICES FLEET RETIREMENT REQUEST FORM

CURRENTLY assigned to:

Department: Public Safety Division: Animal ControlFLEET - Unit #: 298VIN# or Serial # 1D7HA16N44T174 Tag #: 068 (N/A only if off road)Desc of vehicle/equipment 2004 Dodge Ram 1500  
YEAR MAKE MODELBody Style & Description: Pick up truck  
BODY STYLE (ie. SEDAN, TRUCK, TRACKHOE, ETC)  
Blue in color  
ADDITIONAL DESCRIPTION (ie. COLOR, 2WD/4WD, IDENTIFYING FEATURES, ALIAS INFO, ETC)Current Odometer/Hourmeter Reading: 160,419 MILES OR \_\_\_\_\_ HOURS

How was Fleet Unit obtained? (must select &amp; detail one)

☒ Direct Purchase by City Carl Gregory Columbus, GA☐ Seized or abandoned asset (case number & date) \_\_\_\_\_☐ Other (Donation, Grant, etc.) \_\_\_\_\_**REASON FOR RETIRING:**☒ Mileage too high for continued use in this capacity \_\_\_\_\_☒ Mechanical Issues (if so, list issues) \_\_\_\_\_☐ Accident - release to responsible insurance agency \_\_\_\_\_☐ Accident - unable or not cost-effective to repair \_\_\_\_\_ estimated repair costs☐ Other (explain) \_\_\_\_\_Department Director [Signature]Date: 6/17/15Approval of Fleet Director: [Signature]Date: 6/16/15**MOTOR POOL ASSESSMENT OF FLEET RETIREMENT REQUEST**☐ RE-PURPOSE Fleet Unit to another Department \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ DIVISION \_\_\_\_\_☐ RETIRE Fleet to 'Reserve Status' at Fleet Maintenance Facility☒ SELL Fleet Unit at auction GOV DEALS.COM☐ RELINQUISH to insurance company for settlement proceeds \_\_\_\_\_☐ DONATE to another government or agency \_\_\_\_\_☐ Other (explain) \_\_\_\_\_