



ADMINISTRATION  
& INFORMATION

## GENERAL SERVICES DIVISION

Mark Gordon, Governor | Patricia L. Bach, Interim Director | Rich Merrill, Administrator

### Agency Bid Exception Approval (BEA) Request Purchases for Items and Services Exceeding \$7,500.00

Date of Request: \_\_\_\_\_

Requesting Agency: \_\_\_\_\_

Agency Authorization Name: \_\_\_\_\_

Agency Authorization Email: \_\_\_\_\_

Vendor Name (must match WOLFS or Contract): \_\_\_\_\_

Amount of Request: \$ \_\_\_\_\_

Anticipated Term or One-Time Purchase: \_\_\_\_\_

New Contract, Amendment/Change Order, or Product: \_\_\_\_\_

OCIO Approval (if applicable): \_\_\_\_\_

**Purpose:**

**Justification:** *Questions to consider: Why was this vendor chosen? Explain the type of competitive process used (i.e. obtaining quotes, research for available vendor, etc.). If a competitive process was not used, why has the agency determined the bid process is not feasible? If the agency considers this a "sole source", what research was done to determine no other vendor could provide this item or service? If this is an amendment or change order, explain what is changing (money, time, contractor's responsibilities, etc.).*

**WYOMING GAME AND FISH**  
**REQUISITION  CHANGE ORDER**

**Vendor Information** *Arizona Machinery Company LLC*  
 Name: Stotz Equipment Vendor Customer Number: VC160509 Vendor SSN or TAX ID: \_\_\_\_\_  
 Address: 10801 State Hwy 789 City: Riverton State: WY Zip: 82501

**Change Order Information**  
 Original PO, MSC, MPG # \_\_\_\_\_ Extend time period of contract: \_\_\_\_\_  
 Increase/(Decrease) in amount: \_\_\_\_\_ UNIT change: From: \_\_\_\_\_ To: \_\_\_\_\_

**Requestor Information**  
 Name: Hyde/Kupec Division: Wildlife Phone number: 777-4641  
 Delivery location: Jackson Confirming: yes  no  (Reference procedure manual 15.80.01-15.80.05)

**Inventory Information (If Applicable)**  
 Employee assigned to: Dave Hyde Employee's supervisor: Brad Hovinga Building number: \_\_\_\_\_

**Quote Information:** Item(s) being requested: Repairs for 2800 Bale Buster  
 Price: \$ 8050.83 Vendor Name: Stotz Equip Price: \$ \_\_\_\_\_ Vendor Name: \_\_\_\_\_  
 Price: \$ \_\_\_\_\_ Vendor Name: \_\_\_\_\_ **WRITTEN QUOTES MUST BE ATTACHED**

**OR**  
**Explanation why quotes could not be obtained (sole source request) Request must identify why the product or service is unique to only one vendor (if cost of order is > \$ 7500, complete and attach GF Fiscal 10):** \_\_\_\_\_  
 Note: If prior numbered funds are being used, list the GAE # See Attached.

**If Requisition is for construction or major maintenance, indicate (x) whether:**  
 WGFD Fee Title  WGFD Held Easement If WGFD, please indicate property's name: \_\_\_\_\_

Ln	UNIT	FY	Object/sub-object Code	FUNCTION	PPCAS Code	Dollar Amount	Encumber Funds (Y/N)
01	6D10	20	202.02		BDJN0SA10720	\$ 8,050.83	Y
02						\$	
03						\$	
04						\$	

Total Cost Of Order: **\$ 8,050.83**

Ln	Qty	Unit	Part/Catalog Number	Unit Cost	Total Cost	FISCAL ONLY Commodity Code	FISCAL ONLY Inventory Number
01							040-
Desc							
02							040-
Desc							
03							040-
Desc							
04							040-
Desc							

**Division Authorization Signatures**

Requestor: Annie Salas Date: 6/27/19 Budget Authority: [Signature] Date: 6/27/19

**FOR FISCAL USE ONLY**

<u>By</u>	<u>Date</u>	<u>Additional action required</u>	<u>Date Sent</u>	<u>Date Received</u>
1st Review: _____	_____	Budget Revision: _____	_____	_____
2nd Review: _____	_____	Vendor Form Requested: _____	_____	_____
WOLFS Approval: _____	_____	Bid Waiver To Director's Office _____	_____	_____
VMS: _____	yes / no _____	Contract To Director's Office _____	_____	_____
Contract To DA&I _____				
Fiscal Comments: _____				
RQS Number: _____	PC, MSC, MPG Number _____	Encumber funds: yes / no _____		
Encumbrance Number: _____	WOLFS approval: By _____	Date _____		
Date Invoice(s) sent to Disbursements: _____	Date copies sent to field/contractor: _____			



**STOTZ**  
EQUIPMENT

10801 Hwy 789 North  
Riverton, WY 82501  
(307) 856-4831  
Fax: (307) 856-7545

www.stotzequipment.com

QUALITY • INTEGRITY • LOYALTY • CARING • COMMUNITY

Ship To: SAME AS BELOW

Branch		57 - RIVERTON, WY	
Date	Time	Page	
06/25/2019	13:32:20 (O)	1	
Account No.	Phone No.	Estimate No.	
WYGAM007	3073674353	003768	
Ship Via		Purchase Order	
		Salesperson	
		B60	

Invoice To: WY GAME & FISH PINEDALE  
PO BOX 850  
PINEDALE WY 82941

ESTIMATE EXPIRY DATE: 10/02/2019

**SERVICE ESTIMATE - NOT AN INVOICE**

Stock #: W113677 FEEDER  
Make: HB Model: 2800  
Is to have the following work done

MS #: 2810013800

MULTIPLE

ADDITIONAL DESCRIPTION:

- |   |       |
|---|-------|
| 1. R&R BAIL SQUEEZE CYLINDERS X2                      | 2.00  |
| 2. REPLACE FRONT FEED CONVEYOR (COSTUMER PARTS)       | 8.00  |
| 3. REPAIR BAIL LOADER INDICATOR                       | 1.50  |
| 4. REPLACE ROTOR PILLOW BLOCK AND CHAIN CASE BEARINGS | 10.00 |
| 5. REPLACE ROTOR FLAIL                                | 0.75  |
| 6. REPLACE DRIVE SHAFT GUARDS                         | 0.75  |
| 7. REPLACE REAR CONVEYOR IDLER SHAFT                  | 4.00  |
| 8. REPLACE CONVEYOR CHAIN SLIDES                      | 4.00  |
| 9. REPAIR OR REPLACE SWITCH IN CONTROL BOX            | 1.00  |

THIS IS JUST AN ESTIMATE AS THERE IS A POSSIBILITY OF NEEDING ADDITIONAL PARTS. PLUS AN ADDITIONAL LABOR DEPENDING UPON LEVEL OF DIFFICULTY OF TEAR DOWN. CUSTOMER WILL BE NOTIFIED OF ANY OVERAGES.

Part#	Description	Qty	Price	Amount
5800627	jack	1	136.04	136.04
4100216	CYLINDER	2	507.74	1015.48
2000510	Bearing	2	66.86	133.72
5000002	FLAT WASHER	8	1.08	8.64
4800079	BOLT	4	2.71	10.84
8101052	SLIDE	4	22.01	88.04
8101650	Bracket	2	33.92	67.84
4800003	3/8X1 BOLT	10	.17	1.70
1000088	SPROCKET	4	31.83	127.32
2000809	COLLAR	8	3.50	28.00
4100030	Isolator	2	14.51	29.02
4800471	bolt	2	11.69	23.38
4900127	NUT	2	1.37	2.74



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WYGAM007	3073674353	003768	
Ship Via	Purchase Order		
		Salesperson	
		B60	

ESTIMATE EXPIRY DATE: 10/02/2019

**SERVICE ESTIMATE - NOT AN INVOICE**

Part#	Description	Qty	Price	Amount
2000339	BEARING	2	56.96	113.92
2000340	BEARING	1	77.46	77.46
7501137	CLEVIS	1	21.20	21.20
7501137	CLEVIS	1	21.20	21.20
TY26816	Lubricant	1	152.71	152.71
5200012	FLAIL	1	14.07	14.07
7500223	FLAIL BUSHING	1	6.24	6.24
4800598	BOLT	1	2.18	2.18
4900179	NUT	1	1.24	1.24
4900099	NUT	1	.13	.13
4800643	PTO-S.SF7S6 G.A	1	.26	.26
5700542	HAYBSTER SWITCH	1	19.97	19.97
5700328	switch	1	3.05	3.05
7501136	pull	1	216.66	216.66
4700776	clamp	1	5.15	5.15
8101391	indicator	1	34.63	34.63

MISCELLANEOUS CHARGES:

Description	Price	Amount
SUPPLY/ENVIR FE	400.00	400.00
DIAGNOSTIC TIME	1000.00	1000.00

Parts: 2362.83  
Labor: 4288.00  
Miscellaneous: 1400.00  
**TOTAL: 8050.83**

Authorization: \_\_\_\_\_