

## SOLE SOURCE DETERMINATION

The Purchasing Division has been requested to approve a sole source purchase for the commodity or service described below. Pursuant to West Virginia Code 5A-3-10c, the Purchasing Division is attempting to determine whether the commodity or service is a sole source procurement. If you believe your company meets the required experience and qualification criteria stated below, please e-mail the Purchasing Division Buyer at [krista.s.ferrell@wv.gov](mailto:krista.s.ferrell@wv.gov) with a copy to [Karen.Q.Byrd@wv.gov](mailto:Karen.Q.Byrd@wv.gov) to express your interest in the project. Please forward any and all information that will support your company's compliance with required qualification and eligibility criteria along with any other pertinent information relative to this project to the Purchasing Division no later than February 15, 2008.

Requisition Number: SUR08004

Department/Agency: DOA/Purchasing Division  
Surplus Property Unit

### Detailed Description of Project:

Provide internet marketing services for state surplus property.

Proposed Sole Source Vendor: Black Knight Trading Company  
400 16<sup>th</sup> Street  
Dunbar, WV 25064

### Specific Qualification Criteria:

- A minimum number of 5 years full time experience selling a variety of items on e-Bay and other internet venues.
- Experience in crating and shipping both domestically and internationally from small fragile items to large items.
- Must provide weekly on site visits to the surplus property location (Dunbar, WV) to identify items suitable for internet sales.
- Provide online inventory software allowing the Surplus Property unit to track individual items throughout various processes including but not limited to:
  - Intake
  - Testing- Checking functionality of mechanical items.
  - Repair
  - Cleaning- Items are cleaned to maximize value.
  - Photography- Proper photography of items, defects, labels, etc for sale.
  - Advertisement- Advertise and monitor items for sale.
  - Invoice and Payment settlement.
  - Crating and Packing.