

## **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 [Shelly.L.Murray@wv.gov](mailto:Shelly.L.Murray@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 9/23/2008.**

Requisition Number: TAX09004

Department/Agency: Tax Department

Detailed Description of Project: To purchase mail extraction equipment for the Revenue Division of the WV State Tax Department

Proposed Sole Source Vendor: OPEX Corporation

### Specific Eligibility Criteria:

The vendor is the only manufacturer to provide mail extraction equipment with mixed mail handling on one machine with the capability to open mixed sized envelopes, presents the envelopes to the operators at a 45 degree for ergonomic benefit, and provides hydraulic height adjustment (wheelchair accessible).

### Specific Qualification Criteria:

The requested equipment provides capability of opening mixed envelope sizes, presents the envelopes to the operators at a 45 degree angle which is ergonomically efficient and eases the back strain for operators who must sit at the machine for up to 6 hours each day, and provides a height adjustment feature provides ergonomic benefits for operators sitting for long periods enabling the State Tax Department to comply with the Americans with Disabilities Act because it can be adjusted for employees in wheelchairs.