Indefinite Quantity Contracts

Policy 509.21

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 General

4.1.1 An indefinite quantity contract will be established by the Purchasing Department for requests for repetitive purchases of specific types of supplies from a single vendor over a specified period of time where the total amount exceeds $5000.

4.1.2 Competition will be solicited where available and a contract established with the lowest responsive bidder.

4.1.3 An indefinite quantity contract must not exceed the $150,000 university benchmark in total expenditures over a one year period. The contract will end when the benchmark is reached. A request for an indefinite quantity contract which exceeds, or is likely to exceed, $150,000 will be forwarded to Purchases and Contract Division for processing.

4.2 Information Required

4.2.1 With the exception of the dollar amount, a request for an indefinite quantity contract is very similar to a blanket purchase order, and it requires the same type of information (see PURCHASING Policy 14).

4.3 Budgetary Action

4.3.1 Budgeting, invoicing and billing actions are also essentially the same as for a blanked purchase order (PURCHASING Policy 14).

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates