Introduction

Scope

Definitions

Policy and Procedure Statements

General

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.

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

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.

Information Required

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).

Budgetary Action

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

Additional References

Authority

Contact Information

Original Effective Date

Revision Dates