**Section 1.6535 Centralized Contracts − Definite Quantities**

a) Certain items, such as foods and highway salt, are purchased under definite quantity contracts. Governmental units interested in such items, or other items not covered under the estimated quantity contracts, must contact the CPO for instruction on use of those contracts.

b) If purchase requests are received after the Invitation for Bids has been issued, if the quantities are too small for centralized purchase, or do not lend themselves to joint purchasing, the State will return the purchase request to the governmental unit.

c) Governmental units must consider the following factors prior to filing purchase requests for definite quantities:

1) The State issues Invitation for Bids and makes awards based on the requirements covered by purchase requests. The State does not take bids to obtain estimated prices. Withdrawal from participation in the contract after solicitation for bids has been made by the State will not be permitted except in very unusual cases.

2) Any governmental unit having an existing contract shall complete that contract before participating in joint purchasing for that item.

3) Overlapping time periods must be identified in the joint purchase requisition so there will be no misunderstanding as to whether or not existing commitments will be honored or as to the date a future commitment will begin.

4) It should be clearly understood that the governmental unit has delegated its authority to purchase items covered by purchase requests and that the resulting award will be made in exactly the same manner as if the purchase requests had been submitted by a State agency.

5) Specifications established in the Invitation for Bids shall be accepted.

6) Location of the vendor will not be a factor in determining the award, except as may be established by State law.

7) The governmental units are required to purchase items awarded from the successful bidder.