

**CONNECTICUT PORT AUTHORITY**  
**Notice of Intent to Amend Operating Procedures**

In accordance with Conn. Gen. Stat. §1-121, the Connecticut Port Authority (the “Port Authority”) hereby gives notice that it intends to amend its Operating Procedures.

**Statement of the substance and purpose of the proposed amendments:** The Port Authority intends to amend certain sections of its current Operating Procedures that were originally approved by its Board on March 1, 2017. The sections proposed to be amended and a description of the substance and purpose of the proposed amendments is included below.

**Proposed Amendments to Section IV: Adoption of Annual Operating Budget and Plan of Operation.**

The section is proposed to be amended to require that the Authority’s Board, at the end of the second and third quarters of the fiscal year, and more frequently, if appropriate, modify the annual Operating Budget if any line item contains or is projected to contain a deficit. Another proposed amendment indicates that the use of surplus funds in the annual Operating Budget, or for any other purpose, must be approved by the Board.

**Proposed Amendments to Section VI: Acquisition and Conveyance of Interest in Real Property and Section VII. Contracting for Personal Services and Personal Property.**

The proposed amendments would replace Sections VI and VII of the current Operating Procedures with a revised procurement and contracting section related to real and personal property, personal services and other goods and services. This new section contains provisions that would:

- Expands the policy to cover other goods and services, with exceptions as noted in the policy
- Requires verbal or written quotes for smaller purchases between \$5,000 and \$50,001.
- Continues to require bidding for purchases over \$50,000.
- Allows waiving of quotes for smaller purchases or bidding requirements for contracts over \$50,000, provided written justification is provided and Board notification given for sole purchases over \$25,000.
- Provides for alternative procurement methods through use of State or other quasi-public contracts or other group purchasing arrangements.
- Requires Board approval prior to any purchase over \$50,000 (all real estate transactions require Board approval).
- Records must be retained in single file related to a procurement for specified timeframes.
- Internal Revenue Service guidelines must be consulted when contracting with individuals
- Requires Board approval for unbudgeted expenditures over \$5,000.

A copy of the proposed amendments to the Connecticut Port Authority’s Operating Procedures is available on Port Authority’s website (<https://ctportauthority.com/rfqs-rfps-3/>) under “Public Notices.”

**Manner of presenting views:** All interested persons are invited to present their views in writing no later than **April 2, 2020**. Comments are to be submitted to the Connecticut Port Authority, Andrew Lavigne either by e-mail to [alavigne@ctportauthority.com](mailto:alavigne@ctportauthority.com) (please put “Public Comment” in the subject line) or by postal mail addressed to him at: Connecticut Port Authority, 455 Boston Post Road, Suite 204, Old Saybrook, CT, 06475.

David Kooris, Chairman, Connecticut Port Authority