

NEW HAVEN PORT AUTHORITY

PROCUREMENT POLICY

Adopted August 3, 2006

Amendment #1 June 5, 2008

Amendment #2 February 3, 2011

I. General Policy. The New Haven Port Authority is a special purpose agency enabled by state law and local ordinance. As such, the Authority is committed to the fair and open procurement of goods and services in support of our mission. This policy covers funds administered by the Port Authority. Funds administered by the City of New Haven and/or the State of Connecticut are subject to their respective procurement processes.

II. Definitions.

1. **Regular Expenditures.** Regular expenditures shall mean the normal operating expenses of the Port Authority and shall include but not be limited to personnel, contracts, materials, travel and similar items.
2. **Capital Expenditures.** Capital expenditures shall mean the purchase, lease or otherwise control of capital assets, including real and personal property.
3. **Capital Assets.** Capital assets shall mean all the real and personal property owned or otherwise controlled by the Port Authority.
4. **Executive Director.** The Executive Director shall mean the Executive Director of the Port Authority as defined in the Port Authority bylaws.
5. **Treasurer.** The Treasurer shall mean the Treasurer of the Port Authority as defined in the Port Authority bylaws.

III. Procurement Authorization.

1. Regular expenditures under \$1,500 may be made by the Executive Director.
2. Regular expenditures \$1,500 and over require authorization by majority vote from the Port Authority's Board of Commissioners and signature of the Treasurer.
3. The acquisition or use of capital assets requires authorization by majority vote of the Port Authority Board of Commissioners.

IV. Procurement Process for Regular Expenditures. The Port Authority may purchase regular expenses from vendors pre-authorized and selected by the City of New Haven. In addition,

1. The Executive Director may make regular expenditures under \$500 provided sufficient funds are unencumbered and available in the budget.
2. The Executive Director may make regular expenditures between \$501 and \$1,500 using his/her best efforts to secure verbal quotes from at least three (3) vendors. The Executive

Director shall maintain a log or record book of the vendors contacted whether or not quotes were obtained.

3. The Port Authority Board of Commissioners shall make regular expenditures between \$1,501 and \$5,000 on the basis of three verbal quotes, when available. The Executive Director shall maintain a log or record book of the vendors contacted whether or not quotes were obtained.
4. The Port Authority Board of Commissioners shall make regular expenditures \$5,001 and over on the basis of formal written quotes from at least (3) vendors. On the occasion, the Port Authority may issue a Request for Qualifications and/or Proposals (RFP) and establish a selection committee to provide advisory guidance to vendor selection.
5. Agreements for regular expenditures shall normally be made for a period of not more than two years.
6. The Port Authority Board of Commissioners may, from time to time, make regular expenditures for community-based activities, sponsorships, conferences and similar expenditures without seeking competitive bids.
7. Sole Source. Shall apply to expenditures \$2,500 or less. In the event it can be determined that there is one vendor who can provide a product or service based on a particular set of qualifications and/or specifications, the provision requiring three (3) quotes may be waived by the Chairman.

V. Agreements for the use of Capital Assets.

1. The Port Authority may make capital assets available through lease, license or other agreement.
2. Priority preference shall be given to proposed activities in support of the Port Authority's mission.
3. The Port Authority Board of Commissioners may enter into short-term agreements, for a non-renewable one (1) year term, or for long-term agreements (generally for no longer than five (5) years. Prior to entering into an agreement, the Board of Commissioners may
 - Solicit for proposals on a competitive basis,
 - Evaluate proposals on the basis of established criteria; and
 - Determine terms and conditions appropriate in support of the Port Authority's mission.

VI. Advertising and Notice.

1. Any procurement covered under this policy with an estimated financial value above \$10,000 shall be posted on the Port Authority web site for a period of not less than 14 days prior to vendor selection.
2. The Port Authority shall maintain a mailing list and/or email list of interested vendors.

VII. Small-, Women- and Minority-Owned Businesses.

1. The Port Authority is strongly committed to the utilization of small-, women- and minority-owned businesses for all goods and services.
2. This is accomplished by providing all firms, regardless of race or nationality, equal access to the procurement process.
3. The Port Authority shall notify the City of New Haven's Small Business Initiative and Equal Opportunity Office of competitive bids.

VIII. Emergency Procurements. Emergency procurements for a term of not more than one (1) month may be made by the Executive Director with the consent of the Chair of the Port Authority and without Commissioner authorization and without competitive bidding, provided funds are available in the Port Authority budget. An emergency procurement is generally considered to be a matter of immediate health, safety and security to the persons or property in or proximate to the port district. At the next regularly scheduled meeting of the Port Authority, the Executive Director shall document the emergency and expenditure and seek Commissioner authorization.

IX. Alteration or Rejection of Proposals. The Port Authority reserves the right to alter, or revoke any proposal. The Port Authority further reserves the right to reject any or all responses, to waive any informality in the responses received and to accept only those responses deemed by the Port Authority to be in the best interest of the Port Authority.