

# ADVERTISEMENT FOR BIDS

## INVITATION FOR BID

Sealed bids for roof repairs will be received by the Housing Authority of Portland (HAP) at 8910 N. Woolsey Avenue, Portland, OR 97203 until 2:00 p.m., PDT, Wednesday, September 18, 1985, and, following a short interval, bids will be opened and read aloud. Bidders are welcome to attend the bid opening.

Briefly, the work consists of reroofing one residence and repairing roofs of five apartment complexes and one maintenance building. Roofing systems shall include composition shingle overlay, membrane repairs, and/or recoating existing roof surfaces.

A prebid meeting and inspection of the site conditions will convene at 10:00 a.m., Thursday, September 12, 1985, at the HAP Maintenance Office, 8910 N. Woolsey Avenue. A HAP representative will conduct a tour of the buildings following the time indicated and will answer questions posed that are relative to the work. Answers to the questions that are not defined in the Specifications will be forwarded to all bidders by addenda. Contractors and parties interested in bidding this project should attend this tour.

Prospective bidders may obtain one set of bidding documents at the Maintenance Office noted above, between 8:00 a.m. and 4:00 p.m., upon deposit of \$20 which will be refunded upon return of undamaged documents within ten (10) days after the bid opening. Additional sets of plans of Specifications may be obtained at \$10 each which is not refundable.

A minimum of 20% MBE participation in the execution of this project is a HAP requirement and the methods the bidder proposes in complying with this requirement is subject to HAP review and approval prior to initiating the contract.

No bid will be considered unless accompanied by Bid Security in the form of certified check, cashier's check, or surety bond payable to the Housing Authority of Portland in the amount equal to 10% of the bid to be forfeited as fixed and liquidated damages should bidder neglect or refuse to enter into a contract or provide suitable bond for the faithful performance of the work in the event the contract is awarded to the bidder.

No bidder may withdraw from a bid after the hour set for the opening thereof until after the lapse of sixty (60) days from the bid opening.

The Housing Authority of Portland may reject any bid not in compliance with all prescribed bidding procedures and requirements and may reject any or all bids, and waive all formalities if, in the judgment of HAP, it is in the public interest to do so. Questions regarding this project should be directed to Dave Walter at 283-4802.



HOUSING AUTHORITY OF PORTLAND

By W. E. Hunter  
Executive Director

The Migrant and Seasonal Agricultural Worker Protection Act replaced the Farm Labor Contractor Registration Act on April 14, 1983, according to a U.S. Labor Department fact sheet.

Agricultural employers, including farm labor contractors, must pay workers their wages when due and give them itemized, written statements of earnings for each pay period which include information on amounts deducted and reasons for the deductions, according to the U.S. Department of Labor.

## DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

\$40,445 - \$54,721

- OPEN -

### THE POSITION:

This is a department head position responsible for planning, directing and controlling administrative support services in the areas of finance, personnel, labor relations, City Clerk, and data processing to ensure that City goals and objectives are met.

Duties involve coordinating programs and activities of six divisions, to include purchasing and investments/cash management, supervision of outside labor consultant and serving as chief spokesman in labor contract negotiations; coordinating all City labor relations activities; identifying and following through with City administrative policies and procedures; advising the City Manager on economic ramifications of proposed projects; proposing policy recommendations for the City Manager regarding City involvement in programs (i.e., federal grants); overseeing the preparation and administration of the City budget; working with auditors to publish annual City financial statements; and preparing and administering all applications and support documents to issue and market new bonds.

### REQUIREMENTS:

- Bachelor's degree in public administration, business administration or related field.
- Five years public sector experience in managerial finance and labor relations.
- Two years supervisory experience.
- Possession of superior oral and written communication skills.
- Possession of organizational and public speaking skills.
- Ability to work as top management team member for strategic and tactical planning.
- Must become City of Saginaw resident within 90 days from date of employment.

### EXAMINATION:

Oral interview and credentials evaluation . . . . . 100%

### APPLICATION PROCEDURE:

Send applications and resume to: Personnel Administrator, City of Saginaw, 1315 South Washington Avenue, Saginaw, MI 48601. Position will remain open until filled. Applications are encouraged from females and minority group members.

### BENEFITS:

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| - Employee Credit Union   | - Social Security  |
| - Tuition Reimbursement Program   | - Fully paid health insurance (Blue Cross or group health)   |
| - Retirement benefits   | - Paid vacation 17 to 22 days per year, based on seniority   |
| - 10.5 paid holidays per year   | - 12 days paid sick leave per year with an unlimited accumulation and 1/3 of accumulation up to a maximum of 100 days paid upon retirement |
| - Life insurance equal to annual compensation rounded to next higher \$1000 |  |
| - Employee Assistance Program for permanent employees and their families    |  |

The City of Saginaw does not discriminate on the basis of Handicapped status in admission or access to or treatment or employment in, its program and activities.

*Affirmative Action/Equal Opportunity Employer*

## DIRECTOR OF PERSONNEL

National Scientific Association has an immediate opening for a highly motivated, seasoned professional to head its Personnel Department. Responsibilities include overall direction of all aspects of human resources including employment, employee relations, EEO/AA, compensation, benefit administration and training. The successful candidate will have BA/BS (Master's preferred) and 5-10 years generalist experience. We offer an outstanding benefit package and a starting salary commensurate with experience. If interested please submit a resume and cover letter with salary history to:

American Psychological Association  
1200 17th Street, N.W.  
Washington, DC 20036  
Attn: Director of Personnel

EOE - M/F