

**City of Salem
Department of General Services
Purchasing Division**

INVITATION TO BID

The City of Salem will receive sealed bids at the office of the City Recorder, Room 205, City Hall, Salem, Oregon 97301, until, but not after 11:00 a.m., April 23, 1986, at which time said bids will be publicly opened and read in the City Council Chambers, Room 240, City Hall, for the project specified herein.

Prime contractors interested in bidding on this project may receive one copy of the specifications and other bid documents at the office of the Purchasing Supervisor, 1340 20th St. S.E., Salem, Oregon 97302. The proposed work consists of the construction of restroom facilities in the ground floor commercial area of the Liberty Square Parking Structure (195 Liberty Street S.E., Salem, Oregon).

Bids must be submitted on the proposal forms furnished to prequalified bidders. Proposals shall be submitted in a sealed envelope plainly marked "BID ON LIBERTY SQUARE RESTROOM FACILITIES", and show the name and business address of the bidder.

A surety bond, cashier's check, or certified check of the bidder in the amount of ten percent (10%) of the bid must be attached to each proposal as bid security. Unsuccessful bidders will have their security refunded to them when the contract has been awarded.

No bid will be received or considered by the City of Salem or any of its officers unless the bid contains a statement by the bidder that the provisions of ORS 279.350 shall be included in his contract.

The City of Salem reserves the right to reject any or all bids, to waive formalities and of postponing the award of the contract for thirty (30) days.

No bid will be received from any bidder who has not filed a prequalification statement with the City Purchasing Supervisor, statements must be received by 5:00 p.m. on or before **April 15, 1986**, which is at least five working days prior to the scheduled bid opening date. Upon approval the bidder will receive a valid proposal for bidding purposes.

PREQUALIFICATION CLASS: Building Construction and/or Building Alteration and Repair.

The attention of bidders is directed to the provisions of Chapter 97, Salem Revised Code, concerning unlawful employment practices. Violation of such provisions shall be grounds for immediate termination of this contract without recourse by the contractor.

Inquiries concerning the contents of the bid specifications should be directed to William I. Peterson Engineering, Inc., Mark Grenz, at 363-9227. The Community Development contact for bidders access to site is Wes Preis, at 588-6011.

**Robin J. Kirkpatrick
Purchasing Supervisor**

**BID NO. 2977
OPENING: April 23, 1986
11:00 a.m.**



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**ASSISTANT
VICE CHANCELLOR FOR
ENROLLMENT MANAGEMENT**

University of California, Riverside

The Riverside campus of the University of California is currently seeking a professional with the highest credentials for a challenging position.

MINIMUM QUALIFICATIONS: Bachelor's degree or beyond in appropriate field, with graduate degrees preferred. Comprehensive experience and understanding of admissions and recruitment process in higher education. Practical experience in directing an office of admissions or recruitment in a college or university setting. A background in marketing an institution to a regional and national audience. Demonstrated effectiveness in coordinating the various functions which form the cycle from acceptance to graduation, including orientation, financial aid, retention, and advisement. Proven record of success in attracting high quality students and scholars to institutions of higher education. A broad understanding of the role and the scope of a comprehensive research university which maintains a student-centered environment. A sensitivity to and understanding of minority students and international students.

RESPONSIBILITIES: The Assistant Vice Chancellor for Enrollment Management will be responsible for all aspects of enrollment growth and management including: (1) coordination and supervision of new students recruitment, admissions, and financial aid; (2) development of a long-range plan for recruitment of a student body which will reflect high entrance standards and the potential of the various academic departments to accommodate more students; (3) development and cultivation of new markets for the university and expansion of the geographic regions now being used by the institution; (4) closer relationships with select high schools throughout the nation; (5) development of special programs for high school counselors, parents, and prospective students; (6) training and preparation of a talented and dedicated staff; (7) scheduling and preparation of events to create more visibility for the institution with prospective new students; (8) creation of campuswide awareness of the admissions process and stimulation of all members of the academic community to participate in the recruitment effort.

APPLICATIONS: Letters of application, resume, description of previous experience, the names and addresses of five references, and specific record of success in the recruitment of new students are desired by April 15, 1986. Please send resume to: **Office of the Chancellor, University of California, Riverside, CA 92521.** The salary is competitive based on training, experience, and achievements.