

INVITATION FOR BIDS

Notice is hereby given that sealed bids for the construction of Canby Adult Center Addition will be received by Clackamas County until the hour of 2:00 p.m. Thursday, May 8, 1986 at O'Hara Hall Lounge, Marylhurst Education Center, Marylhurst, Oregon. Bids will be publicly opened and read aloud immediately thereafter.

The work consists of construction of a wood frame addition of approximately 1,080 square feet in floor area.

One set of bid documents may be obtained by prime bidders only, at Lutes/Sanetel/Architects, 540 Oak Street - Suite E, Eugene, Oregon upon deposit of \$25.00. Additional sets may be obtained for the cost of reproduction, which is not refundable.

Deposits will be refunded upon the return of the bid documents in good condition by actual bidders within ten days following bid opening. Non-bidder deposits will be refunded only if documents are returned in good condition no later than the date of bid opening.

The bid documents may be examined at the following locations:

**Lutes/Sanetel/Architects DC
Canby Senior Center
Salem Contractors Exchange
O'Hara Hall, Marylhurst
Education Center**

**Northwest Plan Center
Builders Exchange Coop, Portland
Dodge/Scan
Construction Data Plan Center**

Bids are to be unconditional, fully completed in the manner provided in the "Instructions to Bidders", and be accompanied by a satisfactory Bid Security executed in favor of the Owner in an amount not less than 10 percent of the base bid.

A performance bond and a labor and material payment bond, each in the amount of one hundred percent of the contract sum will be required of the successful bidder.

Bidders must be prequalified to bid for this project. Bidders not currently prequalified for this contract by Clackamas County or the Oregon State Department of Transportation may apply for prequalification pursuant to the Clackamas County Local Contract Review Board Rules or by filing a completed prequalification statement on a form prescribed by the Oregon State Department of Transportation. Bidders filing prequalification applications must request an early decision and file the statement no later than ten (10) days prior to the scheduled date for receipt of bids. Direct inquiries to project manager listed below:

**Project Manager:
Mr. Chuck Robbins
Community Development Division
Marylhurst Educational Center, O'Hara Hall
P.O. Box 2
Marylhurst, Oregon 97036
(503) 655-8591**

Financial assistance for this project is provided by the United States Department of Housing and Urban Development, by a Community Development Block Grant through Clackamas County, Oregon. Attention is directed to the Federal and State requirements regarding Equal Employment Opportunity, Davis-Bacon Wage Rates, HUD Section 3 requirements, and ORS 279.

Clackamas County reserves the right to reject any and all bids and to waive any and all informalities in the bids or procedures.

No bidder may withdraw a bid after the hour set for opening unless the award of the contract is delayed for a period exceeding thirty days.

**Mr. Chuck Robbins
Community Development Division
Clackamas County, Oregon**

DEAN OF CONTINUING EDUCATION HORRY-GEORGETOWN TECHNICAL COLLEGE

Horry-Georgetown Technical College invites applications for the full-time, 12-month professional administrative position of DEAN OF CONTINUING EDUCATION DIVISION. The College is located 10 miles from the scenic beaches of the Atlantic coastline in Myrtle Beach, South Carolina.

RESPONSIBILITIES: The Dean of Continuing Education is responsible for the development, implementation and overall leadership of all non-credit programs/courses. This position reports to the Vice President for Academic Affairs.

REQUIRED QUALIFICATIONS: Master's Degree in Education, Administration, or suitable discipline and a minimum of 7 years related work experience.

DESIRED QUALIFICATIONS: In addition, desired qualifications include administrative experience in a post-secondary education environment. Ability to effectively market a diverse number of on-campus and off-campus courses.

SALARY: Commensurate with education and experience.

POSITION AVAILABLE: July 1, 1986

APPLICATION DEADLINE: April 7, 1986.

SUBMIT RESUME AND TRANSCRIPT(S) TO:
Personnel Office
Horry-Georgetown Technical College
P.O. Box 1966
Conway, SC 29526

ASSISTANT PERSONNEL DIRECTOR STAFF RELATIONS AND PROGRAMS

Arizona State University seeks an Assistant Personnel Director of Staff Relations and Programs for a key administrative position in the Personnel Department. Arizona State University, located in metropolitan Phoenix, has an enrollment of over 40,000 and employs more than 6,000 faculty and staff.

The Assistant Director of Staff Relations and Programs administers staff relations and programs for Arizona State University as part of a three university system. Primary duties consist of the management of staff relations, employee assistance program, staff recognition, performance appraisal, progressive discipline, staff communications, and other staff support programs. The assistant director for staff relations and programs serves as primary liaison with staff organizations and groups.

Requires Bachelor's degree in personnel management, communications or related field and four years of professional human resource administration experience specializing in staff relations and programs. Supervisory experience in a large public or private organization preferred. Applicants must possess a thorough knowledge of staff relations theories and law, experience in employee assistance and staff recognition program, experience in the implementation in monitoring of policy and procedure related to progressive disciplinary action and performance evaluation. Some experience in labor relations, collective bargaining and mediation preferred. We are seeking a creative and articulate candidate who can work effectively with the administrative, academic and support personnel in a non-university environment. Salary \$35,000-\$40,000 negotiable BOE.

Application deadline April 30, 1986. Send letter of application and resume to the: Personnel Department, Arizona State University, Tempe, AZ 85287. Please state job title.