

# JOBS & CLASSIFIED ADVERTISING

## SECRETARY

Gifted and Talented  
1/2 Time 20 Hour Week  
1988-89 School Year

To perform secretarial, clerical, record keeping, accounting and class scheduling duties for the Gifted and Talented Specialist. Qualifications: High school graduate or equivalent education, experience or training, typing skills, 65 wpm, experience operating word processing, microcomputer, experience designing and maintaining extensive fiscal and program records. Availability private transportation and a valid driver's license. Ability to attend 4 nightly staff meetings per year. Knowledge of fiscal procedures. Shorthand and/or briefhand skills. Salary \$8.65 hr. Application deadline 1/20/89 by 2 p.m.

Call Jeaneen at 255-1841, Ext. 207 for Multnomah Education Service District application form & additional information.

Equal Opportunity Employer

## HOUSES/APARTMENTS RENTALS

### CAMBRIDGE COURT APARTMENTS

New Manager needs great tenants. 2 BR Townhouse apartment with D/W, Carpets, Bus Access. Rent is \$280.00 + Moving Fee. Come by or call manager: 5224 N. Vancouver Ave., 282-4723. Manager - Apt. #10, Section 8 Welcome.

## INSURANCE

### SAIF Corporation

Oregon's leading workers' compensation insurance carrier is seeking individuals for the following positions:

#### ATTORNEY

Portland Branch

The individual in this position will work with contested workers' compensation claims, prepare cases for hearings and represent the organization in administrative hearings before the Workers' Compensation Board. Significant trial experience or administrative hearings experience required. Workers' compensation or insurance defense background preferred. Applicants must be a member of the Oregon State Bar.

## SECRETARY

### LEGAL SECRETARY

\$1,363 MINIMUM

CORPORATE HEADQUARTERS IN SALEM

Applicants must have a legal secretary or paralegal background and be skilled in the use of the typewriter (70 wpm minimum), dictaphone, calculator and telephone, legal, medical and business terminology would be helpful. Wang word processing experience is preferred.

We offer an excellent benefits program. To be considered for these positions you must complete our employment application. Please call our message phone (503) 1-373-8047, by 5 p.m., January 23rd to request your applicant packet. No resumes please.

SAIF Corporation

Equal Opportunity Employer

## EXECUTIVE DIRECTOR

The Business Youth Exchange of the Portland Metro Chamber of Commerce is accepting applications for the position of Executive Director. This position, which reports directly to the Chairman of the Exchange, will be responsible for planning, organizing and directing private sector involvement in a variety of youth employment and related educational activities.

The Executive Director will supervise an administrative support staff of two and will work with employers, service groups, schools and government agencies throughout the Metropolitan Portland area. Position requires a proven record in establishing and maintaining successful working relationships with persons at all levels including CEO's, personnel representatives, educators, and human service agency staff and volunteers.

The successful candidate will be an outstanding communicator and proven leader capable of motivating and working with a wide variety of public and private sector professionals. Strong administrative, personnel, financial, and problem-solving skills and experiences are required. Professional qualifications will include at least a Bachelor's degree or equivalent work experience in a related field. Private industry experience is preferred.

Salary will be commensurate with qualifications and experience. Applications must be received by January 31, 1989. Send resume and salary requirements to: W. Charles Long, Search Committee Chairman, Plaza 2, 555 S.W. Oak, Portland, OR 97204.

## BUSINESS YOUTH EXCHANGE

### SUB-BIDS REQUESTED

JUDGE'S CHAMBER  
PIONEER COURTHOUSE

BID DATE: Tuesday, January 24, 1989 at 2:00 P.M.

### J.S. Perrott Construction Co.

4824 N.E. 42nd St. · Portland, Oregon 97218  
(503) 287-9852 · FAX (503) 284-6814

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business sub-contractors and women and minority business enterprises.

## PORTLAND OBSERVER

"The Eyes and Ears of the Community"  
288-0033

## APPLIANCES

WASHERS & DRYERS  
\$100.00 and Up  
CALL 282-4911

## MISCELLANEOUS JOBS WANTED

CALL THE GIRLS!  
FOR YOUR YARD  
After 1:00 P.M.  
289-9122 · 286-8493

## MISCELLANEOUS HELP WANTED

GET PAID!  
For Reading Books!  
\$100.00 per title.  
Write: PASE-J6143,  
161 S. Lincolnway,  
N. Aurora, IL 60542

### HUMAN RESOURCES

**PLANT HUMAN RESOURCES MGR**  
Armour Food Company is seeking an experienced human resource professional to assume a full range of employee relations activities at our meat processing plant in Portland, Oregon. These include employment, training, safety, workers' compensation, communications and records.

To be successful, a candidate will need an undergraduate degree and at least 3 years human resource management experience. We offer a challenging career opportunity in a dynamic management environment and an excellent salary and benefits package. For immediate and confidential consideration, submit resume to:

**ARMOUR FOOD COMPANY**  
Barry M. Siff  
Director, Human Resources  
One Central Park Plaza  
Station CC-8  
Omaha, Nebraska 68102-1679  
Equal Opportunity Employer M/F/V

## CITY ENGINEER · CITY OF GRESHAM, OREGON

### NOTICE TO CONTRACTORS

MID-COUNTY BURNSIDE AREA COLLECTOR SEWERS

PROJECT NO. 3028

Sealed proposals will be received by the City Engineer, at the City Hall, 1333 N.W. Eastman Parkway, Gresham, Oregon 97030, until Friday, February 3, 1989 Pacific Standard Time, at which time they will be opened, for the construction of the Mid-County Burnside Area Collector Sewers.

The major quantities involved are as follows:

Schedule A			
L.F.	10240	8"	Gravity Sewer Pipe
L.F.	266	6"	Gravity Sewer Pipe
L.F.	570	6"/4"	Service Lateral Pipe
Each		36	Manholes
Schedule B			
L.F.	6447	8"	Gravity Sewer Pipe
L.F.	425	6"	Gravity Sewer Pipe
L.F.	3840	6"/4"	Service Lateral Pipe
Each		32	Manholes

Contractor for this work shall furnish all labor at current State of Oregon prevailing wage rates, materials and equipment and services of all kinds to complete the work in accordance with the plans and specifications therefor.

Plans and specifications may be examined at the office of the Gresham City Engineer, 1333 N.W. Eastman Parkway, Gresham, Oregon. Copies of said plans and specifications may be obtained upon application to the City Engineer and by posting a non-refundable fee of \$25.00 with the City Engineer for each set of plans and specifications requested.

Contractors must prequalify for Sanitary Sewer construction with the City of Gresham, as required by the laws of the State of Oregon, before the date of a bid opening. Otherwise, their proposal may not be given consideration.

All proposals must be submitted on the regular forms furnished by the City of Gresham, addressed and mailed or delivered to the Engineering Division, City of Gresham, in a sealed envelope plainly marked, "SEALED BID ON MID-COUNTY BURNSIDE AREA COLLECTOR SEWERS PROJECT NO. 3028" bearing the name and address of the bidder. Each must be accompanied by a certified check, cashier's check or bid bond in an amount not less than ten percent (10%) of the total bid. A performance and payment corporate surety bond in the full amount of the contract shall be required to guarantee faithful performance of the terms of the contract at the time of contract execution.

The City of Gresham reserves the right to reject any and/or all bids, waive informalities or to accept any bid which appears to serve the best interests of the City. The Bidder understands and agrees that if a Contract is awarded, the Owner may elect to award all schedules under one Contract, separately, or in any combination that best suits the interest of the Owner.

Each bid must contain a statement as to whether the bidder is a resident bidder, as defined in ORS 279.029.

In determining the lowest responsible bidder, the public contracting agency shall, for the purpose of awarding the contract, add a percent increase on the bid of a non-resident equal to the percent, if any, of the preference given to that bidder in the state in which the bidder resides.

A pre-bid conference is scheduled at Gresham City Hall, 1333 Eastman Parkway, Gresham, Oregon on January 26, 1989 at 2:00 p.m. in the mini MESC conference room located on the west side of the City Hall parking lot.

The City of Gresham is an equal opportunity employer.

BY ORDER OF THE CITY COUNCIL  
1333 N.W. Eastman Parkway · Gresham, OR 97030

## METROPOLITAN EXPOSITION RECREATION COMMISSION

### REQUEST FOR PROPOSALS

CONSULTING SERVICES TO CONDUCT A FINANCIAL ANALYSIS FOR FACILITIES PROPOSED FOR CONSOLIDATED MANAGEMENT

The Metro E-R Commission wishes to engage consulting services to conduct a financial analysis for facilities proposed for consolidated management by the Commission. The study objectives are two-fold: (1) to document the current financial status of the facilities considered for consolidation--providing a base for measuring effectiveness of consolidated management; and (2) identification of financial issues which must be resolved for consolidation of facilities to proceed. For a complete request for proposals, contact Nancy Meyer, Memorial Coliseum Complex, P.O. Box 2746, Portland, Oregon 97208, (503) 235-8771. A pre-bid meeting will be held at the Memorial Coliseum on January 19, 1989 at 10:00 a.m. PST. Proposals must be received by 5:00 p.m. PST on Friday, January 27, 1989. Published on January 18, 1989.

### INFORMATIONAL ADVERTISEMENT

PORTLAND PUBLIC SCHOOLS

#### CALL FOR BIDS

Sealed bids will be received until 1:00 p.m. on the dates indicated in the Purchasing Department, Multnomah County School District #1J, 501 N. Dixon, Portland, Oregon for the items listed herein:

BID FILING DATE	DESCRIPTION
-----------------	-------------

Feb. 21, 1989	Gregory Heights Middle School Addition and Remodel.
---------------	---

Formal announcement, detailed specifications and bidding document may be obtained at the above address. For additional information, please contact Michael J. Hutchens, Director of Purchasing, 249-2000, Extension 581.

### INFORMATIONAL ADVERTISEMENT

PORTLAND PUBLIC SCHOOLS

#### CALL FOR BIDS

Sealed bids will be received until 1:00 p.m. on the dates indicated, in the Purchasing Department, Multnomah County School District No. 1J, 501 N. Dixon, Portland, Oregon for the items listed herein:

BID FILING DATE	BID TITLE
-----------------	-----------

Formal announcement, detailed specifications and bidding document may be obtained at the above address. For additional information, please contact Michael J. Hutchens, Director of Purchasing, 249-2000, Extension 581.

## CITY OF SALEM, OREGON · HOUSING AUTHORITY

### INVITATION TO BID

"ATTIC INSULATION TO BRUSH COLLEGE, GLEN CREEK & ORCHARD VILLAGE"

BID DATE: Wednesday, February 1, 1989 until, but not after 11:00 a.m.

BID NO.: #3479

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., February 1, 1989, 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, 555 Liberty St. S.E. - Room 315, Salem, Oregon 97301.

Bids must be submitted on the proposal forms furnished to bidders. Proposals shall be submitted in a sealed envelope plainly marked "BID ON ATTIC INSULATION TO BRUSH COLLEGE, GLEN CREEK & ORCHARD VILLAGE - Bid #3479", and show the name and business address of the bidder.

Any objections to or comments upon the bid specifications must be submitted in writing to the Office of the Purchasing Supervisor, 555 Liberty St. S.E., Salem, OR 97301. They must be received no later than five (5) working days before the bid closing date.

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 bids, exceeding \$2,000, will be received or considered by the City of Salem or any of its officers unless the bid contains a statement by the bidder (by signing his proposal) that the provisions of the Davis-Bacon Act, 40 USCA 276a(a) shall be included in his contract. Every contractor or subcontractor is required to post the applicable prevailing wage rates in a conspicuous and accessible place in or about the work-site for the duration of the job. Contractors and subcontractors who intentionally fail to post the PWR can be made ineligible to receive any public works contract for up to three years.

The Salem Housing Authority reserves the right to reject any or all bids, to waive formalities and of postponing the award of the contract for thirty (30) days. Prices quoted shall be firm for a period of 30 days after the closing date.

RECIPROCAL PREFERENCE LAW: In compliance with ORS 279.029, bidders must state on their proposal whether they are a resident or non-resident bidder. Proposals that fail to provide this information will be considered non-responsive.

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.

BIDDER CERTIFICATION REQUIREMENT: The Energy Buy-Back Weatherization Program requires that contractors be certified by Salem Electric to complete weatherization measures. In order to insure that the proposed insulation work qualifies for the Energy Buy-Back Program, all bidders will be required to be certified by Salem Electric prior to submission/acceptance of bids and must submit a copy of such certification along with your bid.

NOTE: This project is federally funded through the Department of Housing and Urban Development and all requirements of that agency pertaining to bidding and contract performance shall be strictly adhered to.

A NON-MANDATORY PRE-BID CONFERENCE will be held at the Office of the Housing Authority of the City of Salem, 360 Church St. SE, Salem, OR 97301, (503) 588-6455, at 10:00 a.m., on January 24, 1989. The meeting will include an opportunity to inspect representative units at each of the three sites.

Inquiries concerning the contents of the bid specifications should be directed to Jerry Croft, Project Coordinator, Salem Housing Authority, at (503) 588-6455.

Robin J. Kirkpatrick, Purchasing Supervisor

### CITY OF PORTLAND

## REQUEST FOR PROPOSALS

PROMOTION AND EDUCATION CONTRACT FOR PORTLAND'S RECYCLING COLLECTION PROGRAM  
PROPOSALS DUE: Friday, January 27, 1989 until 4:00 P.M.

Notice is hereby given that the City of Portland intends to contract for professional consultant services. These services are for developing and conducting promotion, notification and public information activities for the City's recycling collection program.

The consultant's role will be to develop a comprehensive promotional program plan for a two year period. The purpose of the promotion program is to increase public participation in the recycling program.

The Request for Proposals is available from the Bureau of Environmental Services, Bruce Walker, Room 400, 1120 S.W. 5th Avenue, Portland, Oregon 97204. Selection will be made in two steps. The first step is a short proposal (3 to 5 pages) which must be received no later than 4:00 p.m. on Friday, January 27, 1989. Questions regarding the procedures and proposal may be directed to Bruce Walker at 796-7772.

The City encourages bidding by MBE's and FBE's and will assist such firms to understand and participate in formal bidding processes.

NON-DISCRIMINATION: No proposal or bid will be considered unless the bidder is certified as an EEO Affirmative Action Employer as prescribed by Chapter 3.100 of the Code of the City of Portland.

It is unlawful for the City of Portland or its contractors to discriminate on the basis of sex, race, color, national origin, handicap, age or creed in programs, activities, services, benefits and services, except as allowed by Federal law.

### SUB-BIDS REQUESTED

WESTERN OREGON STATE COLLEGE  
MAASKE HALL RENOVATION  
BID DATE: Monday, January 23, 1989 at 3:00 P.M.

### Dale Ramsey Construction

P.O. Box 1082 · Corvallis, Oregon 97339  
(503) 753-2012

We are an equal opportunity employer and request sub-bids from small business and small disadvantaged business sub-contractors and women and minority business enterprises.