

JOBS & CLASSIFIED

GENERALIST/EMPLOYEE RELATIONS HUMAN RESOURCES

The Port of Portland has an immediate opening for a Generalist/Employee Relations specialist to provide human resource generalist support in the areas of recruiting, labor relations, employee relations, compensation, and EEO/AAP.

Preferred qualifications include:

- Course work in personnel/human resource procedures, compensation, or business administration.
- Course work in statistics, analysis, or quantitative methods.
- Previous experience in a personnel or human resource department demonstrated successful general knowledge of recruitment, compensation, EEO/AAP, and employee/labor relations activities and procedures.
- Demonstrated ability to prepare statistical and evaluative reports.

Also preferred is a demonstrated ability to recruit clerical, technical, supervisory, and professional personnel in accordance with Port Human Resources and affirmative actions practices, and provide guidance in this area to managers. Strong PC skills also a plus.

In addition to a comprehensive benefit package, the Port offers a starting salary range of \$22,410 - \$25,963, commensurate with experience, and a full salary range of \$22,410 - \$33,070.

If interested and qualified, apply in person at the Port Employment Office, 14th floor, 700 NE Multnomah, or call 503-231-5000, ext. 700 for complete application materials. All Applications must be received by Friday, July 28, 1989, 5:00 p.m.



Port of Portland

The Port is an
Equal Opportunity Employer

ADMINISTRATIVE COORDINATOR AVIATION MARKETING

The Port of Portland has an immediate opening for an Administrative Coordinator for its Aviation Marketing Department to provide assistance and support to Manager and Aviation Marketing associate staff.

Preferred qualifications include the ability to organize and follow-through on a variety of projects, organize and prioritize job responsibilities, working knowledge of office procedures, good written, verbal and interpersonal skills. Demonstrated ability to perform well in pressure situations, maintain confidentiality and have coursework or experience in business procedures. The preferred candidate will also have recent successful experience in Multi-Mate, Lotus and Symphony software and IBM PC. Also preferred, working knowledge of department and terminology, demonstrated ability to be a team player and able to work with minimal supervision. Good creativity skills and aviation experience also desirable. In addition to a starting salary range of \$16,910-\$24,490, the Port offers a comprehensive benefit package.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 NE Multnomah, 14th floor, or call 503-231-5000, ext. 700 for complete application materials. All applications must be received by Friday, July 21, 1989.



Port of Portland

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AT & T

Hiring A.T. & T systems tech trainees.

If you are interested contact:

Oregon State Employment

1407 S.W.4th

Portland, Oregon

or

Washington State Employment

2531 Rainier South

Seattle, WA

SECRETARY

East Multnomah county company seeks qualified persons for part time secretarial positions. Position requires skills in general office management, typing, experience in use of PC for word processing and spread sheets application. Flexible work schedule. Interested persons should send resume to:

Personnel Manager
Reynolds Metals Company
Troutdale, OR 97060

An Equal opportunity/affirmative action employer.

Woodlawn Neighborhood

The Woodlawn Neighborhood Association is sponsoring Youth Community Care Day on Saturday, July 22. Everyone is invited to pick up litter, paint over graffiti, and do light yard work.

The cleanup will begin at 9:00 am in Woodlawn Park. Participants will enjoy free hot dogs and drinks in the park at noon. After lunch there will be a short ceremony to commemorate the event.

Contact Ann at 289-7520 for more information.

SUB-BIDS REQUESTED

Learning Resource Center

Clark College - Vancouver, Washington

Bid Date: July 26, 1989 by 3:00 pm.

DM DRAKE CONSTRUCTION COMPANY

1740 NW Flanders

Portland, OR 97209

(503) 226-3991 FAX (503) 228-3019

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

PORTLAND OBSERVER

FAX #

503)288-0015

REQUEST FOR QUALIFICATIONS DEVELOPMENT TEAM PROPOSALS REHABILITATION OF 725 NW FLANDERS NORTH DOWNTOWN PORTLAND

The Portland Development Commission (PDC) is soliciting development team qualifications for the acquisition and redevelopment of a vacant warehouse building located at 725 NW Flanders. PDC currently holds an option to purchase the property and will assign that option to the selected development team. Financial assistance will also be made available by PDC to the selected development team.

The successful development team will prepare concept and design development plans for the building, determine appropriate mixes of uses and obtain all necessary public approvals, working in conjunction with the PDC.

The PDC encourages participation of Minority/Women Business Enterprise contractors in its projects. The established Commission goals for participation are nine percent (9%) for Minority Business and nine percent (9%) for Women Business participation.

The successful contractor must be certified by the City of Portland as an Equal Opportunity/Affirmative Action Employer. The Scope of Work, background materials and submission requirements are described in greater detail in the 725 NW Flanders Developer Guidelines handbook available from:

Marla Miller

Portland Development Commission

1120 SW Fifth Avenue, Suite 1102

Portland, Oregon 97204

(503) 796-5323

Proposals must be delivered to PDC by:

Tuesday August 1, 1989 3:00 pm

INVITATION FOR BIDS

The PORTLAND DEVELOPMENT COMMISSION will receive sealed Bids for:

LIGHTING AND ELECTRICAL IMPROVEMENTS

Removal of existing lighting fixtures and replacement with new lightening fixtures within the hallways, stairways, waiting room, baggage room, restrooms, entry canopy, clock face, counter lighting and electrical panel replacement at 800 N.W. 6th Ave., Union Station Building, Portland, OR.

until 4:00 P.M., Pacific Daylight Time (PDT) on the 3rd of August, 1989, at 1120 S.W. Fifth Avenue, Suite 1102, Portland, Oregon 97204-1968, at which time and place all Bids will be publicly opened and read aloud.

Contract Document, including Drawings and Specifications, are on file at the office of the PORTLAND DEVELOPMENT COMMISSION, at 1120 S.W. Fifth Avenue, Suite 1102, Portland, Oregon 97204-1968. Inquiries should be directed to Mr. Al Hopper, (503) 796-5352.

Copies of the Contract Documents may be obtained at the PORTLAND DEVELOPMENT COMMISSION, by depositing \$50.00 for each set of documents so obtained. Each such deposit will be refunded if the Drawings and Contract Documents are returned in good condition within ten (10) days after the Bid Opening.

All bidders must comply with the provision of Chapter 279, Oregon Revised Statutes, relating to the qualification of bidders.

A certified check or bank draft, payable to the order of the PORTLAND DEVELOPMENT COMMISSION, negotiable U.S. Government Bonds (at par value), or a satisfactory Bid Bond executed by the Bidder and an acceptable Surety, in an amount equal to ten percent (10%) of the total Bid shall be submitted with each Bid.

The successful Bidder will be required to furnish and pay for satisfactory Performance and Payment Bond or Bonds.

Attention is called to the fact that not less than the minimum salaries and wages as set forth in the Contract Documents must be paid on the Project, and that the Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin, and that the Contractor must comply with all provisions required by ORS 279.348 through ORS 279.356.

The Portland Development Commission is committed to taking affirmative action to encourage and facilitate the participation of Minority and Women Business Enterprises in Commission projects and operations. To help meet Commission goals, prime contractors are encouraged to consider and utilize qualified MBE/WBE subcontractors in this project. The Commission's goal for this project has been established as 10% Minority Business Enterprise and 2.5% Women Business utilization as a percentage of the total dollar amount of this contract.

The PORTLAND DEVELOPMENT COMMISSION reserves the right to reject any or all bids or to waive any informalities in the bidding.

Bids may be held by the PORTLAND DEVELOPMENT COMMISSION for a period not to exceed thirty (30) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualification of the bidders prior to awarding the contract.

Bidder shall be certified as an EEO Affirmative Action Employer as prescribed by Chapter 3.100 of the Code of the City of Portland.

PORTLAND DEVELOPMENT COMMISSION

Patrick L. La Crosse,
Executive Director

SUB-BIDS REQUESTED

Reflection at Summer Creek
Bid Date: July 21, 1989 by 3:00 p.m.

CROSSMARK CONSTRUCTION

1545 S.E. Robin St.

Gresham OR 97080

(503) 661-1211

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

SUB-BIDS REQUESTED

Learning Resource Center
Bid Date: July 26, 1989 by 3:00 p.m.

GILBERT H. MOEN CO.

516 So.5th Ave.

Yakima Washington 98902

(509)248-0740

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

CITY OF SALEM, OREGON HOUSING AUTHORITY

INVITATION TO BID

TO FURNISH AND INSTALL VERTICAL BLINDS IN THE PRINGLE CREEK TOWER

The City of Salem will receive sealed bids at the office of the City Recorder, City Hall, Room 205, Salem, Oregon 97301, until, but not after 11:00 a.m., July 26, 1989, at which time said bids will be publicly opened and read aloud 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., Salem, Oregon 97301.

Bids must be submitted on the proposal forms furnished to the bidders. Proposals shall be submitted in a sealed envelope plainly marked "BID ON FURNISHING AND INSTALLING VERTICAL BLINDS IN THE PRINGLE CREEK TOWER - BID NO. 3580", 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 Department of Public Works, Room 325, 555 Liberty Street, SE, Salem OR 97301. They must be received no later than five (5) working days before the bid opening 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 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 nonresident bidder. Proposals that fail to provide this information will be considered nonresponsive.

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.

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.

Inquiries concerning the contents of the bid specifications should be directed to Mr. Tom Anderson, Salem Housing Authority, at 588-6456.

Robin J. Kirkpatrick
Purchasing Supervisor

BID NO. 3580
CLOSING: July 26, 1989
11:00 a.m.

MULTNOMAH COUNTY

Broadway/Burnside Bridges Mechanical and Electrical Renovations

Bids Due August 8, 1989 at 2:00 P.M.

Bid No. B61-250-4012

Sealed bids will be received by the Director of Purchasing, Multnomah County Purchasing Section, 2505 S.E. 11th Ave., Portland, OR 97202 for: Mechanical and Electrical renovations on Broadway and Burnside Bridges.

Plans and Specifications are filed with the Purchasing Director and copies may be obtained from the above address for a \$5.00 non-refundable fee. CHECKS AND MONEY ORDERS ONLY. Plans and Specifications will not be mailed within the Tri-County area.

PREBID CONFERENCE: Mandatory Pre-bid conference will be held on August 1, 1989 at 10 a.m. Yeon Shops, 1620 S.E. 190th Avenue, Portland, Oregon

PREQUALIFICATION OF BIDDERS Pursuant to the Multnomah County Public Contact Review Board Administrative Rules (AR40.030) Prequalification shall be required for this project for the following class(es) of work: Reinforced concrete and structural steel bridges and grade separation structures

Prequalification applications or statements must be prepared during the period of one year prior to the bid date. Prequalification application and proof of prequalification by the Oregon Department of Transportation must be actually received or postmarked to Multnomah County Purchasing Section by not later than 10 days prior to bid opening.

All bidders must comply with the requirements of the prevailing wage law in ORS 279.350.

Details of compliance are available from the Purchasing Section, Department of General Services, 2505 S.E. 11th Avenue, Portland, OR 97202, (503) 248-5111.

Contractors and subcontractors must be licensed for asbestos abatement work if the project involves working with asbestos.

NONDISCRIMINATION Bidders on this work will be required to comply with the provisions of Federal Executive Order 11246. The requirements for Bidders and Contractors are explained in the Specifications.

No proposal will be considered unless accompanied by a check payable to Multnomah County, certified by a responsible bank, or in lieu thereof, a surety bond for an amount equal to ten percent (10%) of the aggregate proposal. The successful bidder shall furnish a bond satisfactory to the Board in the full amount of the contract.

Multnomah County reserves the right to reject any or all bids.

LILLIE WALKER, DIRECTOR
PURCHASING SECTION

ADVERTISEMENT FOR BID

Sealed bids for the Gilbert Hall Remodel--Rooms 203/205, 208 and 214 project will be received by the Oregon State Board of Higher Education until 2:00 PM, PDT, August 10, 1989.

Additional information may be obtained by contacting the OSU Physical Plant, Adams Hall, Corvallis, Oregon 97331-2001 or telephone 503-737-4921.