

CLASSIFIEDS

Advertising
Employment
Bids/Sub-Bids

Call for Bid

Multnomah County

Notice of Intents Due by 4:00 p.m. on May 15, 1992
NOI No. 2P1781

Sealed Notice of Intents will be received until, but not after, 4:00 p.m. by the Director of Purchasing, 2505 S.E. 11th Avenue, Portland, Oregon 97202, for:

The Multnomah County Housing and Community Services Division/Community Action Program is seeking a non-profit agency to serve as the night and weekend clearinghouse for emergency, rent, and shelter assistance (defined as "vouchers") for homeless, at-risk, and low income persons in Multnomah County. The Clearinghouse will manage the authorization process for emergency vouchers during non-business hours, provide access to emergency services on a temporary basis when other agencies are closed, and coordinate referral of clients to on-going services as appropriate.

The **MINIMUM REQUIREMENTS** for any contractor to provide the above listed services include all areas listed below:

- Agency must be legal, private non-profit entity (IRS Tax Exempt 501.c.3 or 501.c.4 organizations), registered to do business in the State of Oregon.
- Agency must meet state and county insurance requirements.
- Agency must be able to successfully pass an administrative qualifications process and to fulfill terms and conditions of a contract or grant.
- Agency must be currently providing night and weekend access to social services in Multnomah County, and be known as an emergency access provider.
- Agency must have or be able to implement a computerized client tracking system to be used in the client eligibility determination process.
- Agency must have or be able to obtain adequately trained staff, including volunteers, to perform the clearinghouse functions.
- Agency must be able to develop, manage, and monitor a sound program budget which separates Community Action expenses from other funding source costs.

Instructions for Submitting Notice of Intent

Each agency submitting a response to this Notice of Intent must reply as a single organization; no joint responses will be accepted. The respondent must be the agency that would receive a contract and perform the services. Housing and Community Services Division does not allow subcontracting except under special circumstances. Describe how you meet each of the minimum requirements.

Multnomah County reserves the right to reject any or all proposals if not in compliance with Request for Proposals (RFP) procedures and requirements.

For information regarding this Notice of Intent, please call:

Jeff Baer, Buyer
Multnomah County Purchasing
2505 S.E. 11th Avenue
Portland, OR 97202
(503) 248-5111

Advertisement for Bids

Hillsdale Terrace Apartments

Site Improvements, Phase 4, Job No. MO-0501

Sealed bids will be received at the Housing Authority of Portland (HAP), 8910 N. Woolsey Avenue, Portland, Oregon 97203, until 2:00 p.m. P.D.T., **Tuesday, May 26, 1992**, for labor and materials to make site improvements at an existing apartment site. Shortly thereafter, bids will be opened and publicly read. Interested parties are welcome to attend.

The basic work consists of demolition work, concrete walks and stairs, metal handrails, fencing, grading and landscaping.

Interested bidders may obtain one set of bid documents at the HAP Maintenance Office, noted above, upon receipt of \$50 (Fifty Dollars) deposit, which is refundable when documents are returned in good condition within 10 days after bid opening. Additional sets may be acquired for a \$20 (Twenty Dollars) non-refundable fee.

A HAP representative will conduct a **pre-bid tour** of the project commencing at the HAP Maintenance Office, address above at 10:00 a.m. PDT, **Thursday, May 14, 1992**, and the attendance of bidders is requested. An orientation will be given prior to moving to the project site. Questions posed during the tour, when not addressed in the specifications, will be answered by addendum and mailed to all bidders.

Attention is called to the provisions in "Supplemental Instructions to Bidders" regarding MBE participation and Division "H," "Special Conditions," regarding Equal Employment Opportunity, EEO compliance reports, certification of non-segregated facilities and a waiver from enforcing the payment of non-segregated facilities and a waiver from enforcing the payment of non-federal prevailing wages when said wages, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD.

A bid security of 5% of the bid is required as prescribed in the "Instructions to Bidders" (Division B).

No bidder may withdraw their bid after the hour set for 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 the prescribed bidding procedures and requirements and may reject any or all bids and waive all informalities if, in the judgement of HAP, it is in the public interest to do so. Questions regarding this project should be directed to David Walter at 735-4210.

Housing Authority of Portland
Loren Tarbell, Director of Maintenance

Bid Notice

Northeast Oregon Housing Authority will accept sealed bid proposals until 3:00 PM Pacific Standard Time May 22, 1992, for a HUD funded CIAP Concrete Replacement Project of 13,204 sq. ft. of defective concrete and 804 sq. ft. of new walkway located at scattered sites in Baker City, Haines, La Grande and Union, Oregon. Interested contractors may obtain bid specifications and forms from Maggie Dean, at NOHA's office at 2608 May Lane, La Grande, OR 97850 or phone (503) 963-5360. A pre-bid conference will be held at NOHA's office at 9:00 AM on May 13, 1992.

NURSING

Community Health Nurse 3

\$2724 to \$4085 Per Month
Excellent Benefits plus 6% PERS
Retirement Contribution

Are you innovative? A visionary? Looking for an opportunity to use your strong management skills? Clackamas County's Public Health Division is seeking a qualified, energetic individual to supervise several clinic programs including Health Care Access, Well Child and Adolescent Health. The successful candidate will be responsible for planning, organizing and evaluating the work of assigned personnel. Professional registration as a Registered Nurse in the State of Oregon and valid driver's license required. Masters degree preferred.

COUNTY EMPLOYMENT APPLICATION REQUIRED. Application materials available at Clackamas County Personnel, 904 Main Street, Oregon City, Oregon 97045. Closing date May 22, 1992. 5:00pm. An Equal Opportunity Employer.



CLACKAMAS
COUNTY

Usher/Ticket Taker

Hult Center

Salary: \$4.75/hr

The Hult Center has approximately 15 part-time, on-call positions to be filled. Applicants must be 18 years of age, physically fit, have clean appearance and continued availability throughout the year. CLOSING DATE: May 15, 1992. Obtain application and supplemental questionnaire at City of Eugene, Human Resource and Risk Services, 777 Pearl St., Rm. 101, Eugene, OR 97401. AA/EOE

Education

Program Assistant

Program Assistant to assist with the delivery of business continuing education courses. Bachelor's degree preferred. Excellent organizational skills and attention to detail. Ability to work in a diverse environment. Send cover letter, resume, names & tel. nos. of 3 refs. by May 13, 1992, 5pm, to Search Committee, Professional Development Center, Portland State University, P.O. Box 751, Portland, OR 97207. For position description contact: (503) 725-4820. EEO/AA Employer.

Catering Coordinator

Class No. 004-0592-ZO

(Food Service Coordinator)

Metro Washington Park Zoo

\$21,861 - \$31,907

The Metro Washington Park Zoo is recruiting for a Food Service Supervisor. The Food Service Coordinator will: plan, organize, and supervise all aspects of the Catering Department. Other duties will include: Hiring, training and scheduling of personnel for the Catering Department. Will also perform all paperwork details related to catering functions; prepare contracts; file; do billing for functions; markets catering services to potential clients; has profit and loss accountability; runs all catered functions.

Must have knowledge of effective supervisory and management principles and practices; food preparation and service procedures; techniques, materials, and equipment. Should also possess the ability to set work priorities, and to direct, guide, motivate and evaluate the work of subordinates; communicate effectively both orally and in writing; keep detailed records. Applications and supplemental requirement can be picked up at the:

Metro Personnel Office

2000 S.W. First Ave.

Portland, OR 97201

Resumes will not be accepted.

AA/EEO Employer

METRO

Help Wanted

"Extra Income '92"

Earn \$200-\$500 weekly mailing travel brochures. For information send a stamped envelope to: Travel Inc., P.O. Box 2530, Miami, FL 33161.

City of Salem, Oregon Department of Public Works Department of General Services Invitation to Bid

A 12-Inch Water Line in Center Street NE,
Hawthorne Avenue NE
to 36th Avenue NE

The City of Salem will receive sealed bids at the office of the City Recorder, City Hall, Room 205, Salem, Oregon until but not after **11:00 a.m., May 20, 1992**, at which time said bids will be publicly opened and read aloud in the City Council Chambers, Room 240, 555 Liberty Street SE, Salem, Oregon for the project specified herein.

The proposed work consists of: construction of approximately 964 lineal feet of 12-inch DI water line including approximately 107 lineal feet bored under I-5 and appurtenant work.

Plans, specifications and other bid documents may be inspected and obtained at the office of the City of Salem, Department of Public Works, 555 Liberty Street SE, Room 325, Salem, Oregon (503) 588-6211. The bidder shall not file the book of "Standard Construction Specifications" with his bid.

Bids must be submitted on the proposal forms furnished to the bidders. Proposals shall be submitted in a sealed envelope plainly marked **BID ON A 12-INCH WATER LINE IN CENTER STREET NE - Bid #4060**, and show the name and business address of the bidder.

Any objections or to 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 ten (10) 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 \$10,000, 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 ORS 279.350 shall be included in his contract. Every contractor or subcontractor **is required** to post the applicable Prevailing Wage Rates (PWR) 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.

Reciprocal Preference Law: In compliance with ORS 279.029, bidders must state on their proposal whether they are a resident or nonresident bidder.

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. Prices quoted shall be firm for a period of 30 days after closing date.

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 contract.

Vendors shall use recyclable product to the maximum extent economically feasible in the performance of the contract work set forth in this document.

No bid for a construction contract shall be received or considered by the public contracting agency unless the bidder is registered with the Construction Contractors Board or licensed by the State Landscape Contractors Board as required by ORS 671.530.

The City of Salem is an Equal Employment Opportunity/Affirmative Action Employer.

Inquiries concerning the contents of the bid specifications shall be directed to Sandra Olds, Project Manager, at 588-6211.

CATEGORIES OF WORK INVOLVED: WATER LINES

BID NO. 4060

BID CLOSING: May 20, 1992, 11:00 a.m.

"IT'S MORE THAN A LIVING... IT'S LIVING YOUR IDEALS!"

Is Women's Healthcare

Important To You?

Is Reproductive Choice

Important To You?

At Planned Parenthood we promote the health and well-being of the individual, the family, and the community.

Your clinical expertise, your language skills, and your cultural sensitivity are all needed in order for us to effectively serve our diverse communities.

CLINIC SUPPORT STAFF

We are looking for dedicated individuals to provide medical clinic support in family planning setting. Responsibilities include medical assisting, patient education and patient information systems.

Qualified applicant's need a high school diploma/GED and orientation toward patient focused care.

MID-LEVEL PRACTITIONER

Put your skills to work for a cause you believe in. Looking for midlevel provider (nurse practitioner, physician assistant, certified nurse midwife) for busy ambulatory gyn and family planning clinic. Flexible hours. Qualified applicants will need current licensure in Oregon as a Nurse Practitioner, Certified Nurse Midwife or Physician Assistant and an orientation toward patient focused care.

We offer a competitive salary with full benefit package. All applicants may forward their resume to:

Lauren Hartmann RNC
Planned Parenthood
of the
Columbia/Willamette
3231 SE 50th
Portland, OR 97206

**Planned
Parenthood**
of the Columbia/Willamette

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Advertise in the Observer**