

# CLASSIFIEDS / BIDS



## Request for Proposals, No. P062504: Legal Services

The Housing Authority of Portland (HAP) invites proposals from qualified legal firms and attorneys for provision of legal services for the agency as a whole, including general counsel and counsel regarding employment law, labor law, employee benefits law, procurement and contracting law, landlord/tenant law, real estate and land use law, environmental law, tort litigation, construction contract law, and appellate litigation. Interested parties may address one more of these areas when responding.

HAP is a public corporation serving all of Multnomah County and chartered by the State of Oregon. The mission of HAP is to assure that the people of the community are sheltered.

Interested parties may obtain a copy of the RFP at the Housing Authority of Portland, 135 SW Ash St., 1st Floor, Portland, Oregon 97204, beginning June 25, 2004, for

8:00 AM through 4:30 PM, except on Monday, July 5, 2004, when the office will be closed. To have a copy of the RFP mailed or sent electronically, please contact Jackie Blyn, 503.802.8533 or [jackieb@hapdx.org](mailto:jackieb@hapdx.org). Proposals are due on July 26, 2004, at 4:00 PM, PT.

HAP encourages disadvantaged, minority-owned, woman-owned and emerging small businesses, SBA Small Disadvantaged Businesses and HAP Resident-owned businesses to propose on this and all HAP projects.

An Optional Pre-Proposal Conference will be held on July 2, 2004 at 1:30 PM in the 5th Floor Periwinkle Room at 135 SW Ash St., Portland, Oregon, 97204.

Questions regarding this project should be directed to Elaine Holt, 503.802.8509.

Elaine Holt, Purchasing Manager  
Housing Authority of Portland  
Date of Publication: June 25, 2004



## WASHINGTON COUNTY

**SHELTER TECHNICIAN II**  
\$2,555 - \$3,107 / month  
Closes July 12, 2004

Call (503) 846-8606/TTY (503) 846-4898 for information or see our website: [www.co.washington.or.us](http://www.co.washington.or.us). County application and supplemental application forms required. Women, minorities, and people with disabilities are encouraged to apply.

APPLY TO:  
Washington County Human Resources Division  
155 N. First Avenue, Suite 320  
Hillsboro, OR 97124

Position: City Controller, Recruitment No. 04-100

Approximate Annual Salary: \$79,688 - \$106,165

**Position Description:** The City of Portland, Oregon, is seeking qualified applicants for the position of City Controller. The City Controller is responsible for administering activities of the Accounting Division which oversees citywide accounting operations and reporting for all financial transactions, activities and funds. The position's scope is broad, supervising approximately 30 employees at varying levels throughout the organization and involves significant accountability and decision making to establish and enforce citywide fiscal policies and practices. Please see the complete job announcement, application requirements and recruitment activity schedule at [www.ci.portland.or.us/jobs/](http://www.ci.portland.or.us/jobs/) or call Gail Thompson at 503-823-3515. Completed applications must be received by 4:30 p.m. on Friday, July 30, 2004. The City of Portland is an Equal Opportunity Employer.

**PORTLAND PUBLIC SCHOOLS** is seeking a Human Resources Senior Recruiter. For a complete position description, minimum qualifications and applications procedures to [www.pps.k12.or.us](http://www.pps.k12.or.us). An Equal Opportunity Employer...Drug Free/Smoke Free Workplace.

## Chemeketa Community College is currently recruiting for the following positions:

Inst. Specialist, Early Childhood Educ. Program; 50% academic yr assign. \$1,220-\$1719.50/mo. Req. Assoc. in ECE or related filed; 1 yr. Exp in developmental program setting (additional educ. May substitute for exp.) Submit CCC app. Cvr ltr, resume, 2 ltr of ref. Transcripts, & supp. Application information (see official announcement for details). Closes 7/16/04.

Office Asst. II, Human Resources Dept.; 50%/PT; 872/mo. Req HS grad or equiv., 2 yrs exp in clerical environment w/public contact; word processing, spreadsheet, and/or comp. Record keeping exp. Pref Bilingual Eng/Spanish. Submit CCC application, cover letter, resume. Closes 7/08/04.

Please contact us at:  
**Chemeketa Community College**  
Human Resources Department  
PO Box 14007  
Salem, OR 97309  
503-399-5009  
[www.chemeketa.edu](http://www.chemeketa.edu)

**Chemeketa Community College is an equal opportunity institution, values diversity in its workforce, and is committed to affirmative action; we encourage minorities, women and persons with disabilities to.**

Advertise with diversity in  
**The Portland Observer**  
Call 503-288-0033  
[ads@portlandobserver.com](mailto:ads@portlandobserver.com)



## METRO

**House Manager, PCPA.** \$16.15/hour, Two PT positions, Deadline July 7, 2004. Onsite coordinator for events at the Performing Arts Center; serves as liaison to promoters, entertainers, the public, and facility personnel. This opportunity is open to First Opportunity Target Area residents (Columbia Boulevard on the north; 42nd Avenue on the east; the Banfield Freeway on the south, and North Chautaugua Boulevard on the west), whose total annual income does not exceed \$25,000 as an individual, or \$40,000 for an entire household, for the past 12 months.

To access the complete job announcement and required application materials you may visit our website at [www.metro-region.org/jobs](http://www.metro-region.org/jobs) or you may pick up a complete packet at Metro Human Resources, 600 NE Grand Avenue, Portland. Resumes are not accepted.

AA/EEO Employer

**SUN Ext Day Coord. Marshall**  
Assist SUN site mgr w/ext day and family night programs for youth/families. Supervise in absence of manager. Track students, tutor-mentor, data mtn, academic support, organize, develop, train vol, staff, parents. AA/equiv. PT w/benefits \$11.26-\$12.84/hr. Valod ODL/WDL; Apply at Portland Impact, 4707 SE Hawthorne, Portland, OR 97215 [www.portlandimpact.org](http://www.portlandimpact.org)  
EEO

Employment

These are just a few of the current job openings available with the State of Oregon. A more complete announcement listing, application forms, and additional job information are available at: a) local Employment Department field offices, or b) the Oregon Jobs page at: [www.oregonjobs.org](http://www.oregonjobs.org). The State of Oregon offers employees competitive salaries and comprehensive benefits that includes employer paid health insurance; paid holidays, vacation, sick and personal leave; membership in the Public Employees Retirement System (PERS/ [www.pers.state.or.us](http://www.pers.state.or.us)); and opportunities to participate in the Oregon Savings Growth Plans. The State of Oregon and all its divisions are proud to be equal opportunity employers.

**OREGON DEPARTMENT OF HUMAN SERVICES MAKE A DIFFERENCE IN THE LIVES OF OREGONIANS** by joining the Oregon Department of Human Services (DHS), the statewide health and human services agency. We help Oregonians be independent, healthy and safe. We are absolutely committed to ongoing innovation in the delivery of services, and we are committed to recruiting, developing and retaining a diverse workforce.

### ADMINISTRATIVE SERVICES

- Principal Executive/Manager E  
Project Management Office Manager  
Salary range: \$4,745 - \$6,996/month  
Announcement #LEHS4399 - Salem  
Position closes July 8, 2004
- Information Systems Specialist 6  
Network Consultant - Servers & Directory Services  
Salary range: \$3,646 - \$5,031/month  
Announcement #LEHS4392 - Salem  
Position closes June 29, 2004
- Principal Contributor 2  
Legislative & Inter-Governmental Relations Coordinator  
Salary range: \$3,903 - \$5,486/month  
Announcement #LEHS4412 - Salem  
Position closes July 14, 2004

### PUBLIC HEALTH/HEALTH SERVICES

- Principal Executive/Manager F  
WIC Program Manager  
Salary range: \$4,523 - \$6,659/month  
Announcement #LEHS4064A - Portland  
Position closes July 7, 2004
- Public Health Nurse 2  
Community Liaison, OSPHO  
Salary range: \$3,529 - \$4,921/month  
Announcement #LEHS4372 - Portland  
Position is open until filled
- Public Health Educator 1  
Immunization Health Educator  
Salary range: \$2,664 - \$3,698/month  
Announcement #LEHS4395 - Portland  
Position closes July 1, 2004
- Natural Resource Specialist 3  
Capacity Assessment Program Coordinator  
Salary range: \$3,208 - \$4,476/month  
Announcement #LEHS4396 - Portland  
Position closes July 1, 2004
- Principal Executive/Manager E  
Policy & Planning Manager  
Salary range: \$4,745 - \$6,996/month  
Announcement #LEHS4388 - Salem  
Position closes July 6, 2004
- Principal Executive/Manager E  
Food Stamp Program & Medicaid Manager  
Salary range: \$4,099 - \$6,048/month  
Announcement #LEHS4409 - Salem  
Position closes July 6, 2004

To obtain detailed job announcement and application materials, visit the DHS website: [www.dhs.state.or.us/jobs/](http://www.dhs.state.or.us/jobs/); call the DHS job line at (503) 945-5742; TTY (503) 945-6214 or contact any local Oregon Employment office. Information is available by referencing the announcement number.

### PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

PERS covers nearly 300,000 members and administers retirement, disability benefits, health insurance and deferred compensation plans statewide.

**Administrative Specialist 1**  
Salary: \$2,019 - \$2,790/month, DOE  
Provide administrative assistance by performing initial research on disability benefits; conducting periodic reviews; and preparing invoices for overpaid benefits. **Announcement #LE040541.** Close date is July 6, 2004 at 5 pm.

**Racial Hate in the Workplace**  
"Racism is still alive in 2004. Tell your story! Everyone has one! Read my story about racial hate in the workplace. <http://www.racialhateintheworkplace.com>."

For contracting opportunities with the City of Portland and for valuable information on how to do business with the City, please log on to the Bureau of Purchases Web Page:  
[www.portlandonline.com/omf/purchasing](http://www.portlandonline.com/omf/purchasing)

**City of Portland**  
Bureau of Purchases  
1120 SW Fifth Ave, Room 750, Portland OR 97204  
503-823-6855

**PORT OF PORTLAND**  
Career Opportunities  
Information about career opportunities with the Port of Portland can be obtained by calling the Job Hotline at (503) 944-7480. Hearing impaired applicants may call TDD, (503) 944-7485. Applications are available by visiting the Port's website at [www.portportlandor.com](http://www.portportlandor.com) or by calling (503) 944-7400 or by visiting the Port's office, located at 121 NW Everett Street, Portland.  
The Port of Portland is an

**Sub-bids Requested**

**Mt. Olivet Baptist Church Sanctuary Upgrade & Lobby Addition**  
12,000-sf remodel, 4000-sf new addition  
8501 N. Chautauqua Blvd., Portland, OR  
Fire Sprinkler, Plumbing & Electrical have been previously awarded.  
Bid Date: July 9, 2004 - 2:00 PM  
Non-Mandatory Prebid Meeting & Site Tour: June 30, 2004, 10:00am  
Bid documents are available for review at most plan centers and at our main office located at 8850 SE Oly Rd in Portland. Drawings can be purchased through Precision Images (503)274-2030.  
P.O. Box 66100 Portland, Oregon 97290-6100  
(503) 777-5531 FAX (503) 771-2933 - CCB #10723  
Emerick Contact: Dale Kuykendall, Project Manager  
email: [dalek@emerick.com](mailto:dalek@emerick.com) [www.emerick.com](http://www.emerick.com)  
We are an equal opportunity employer and request sub-bids from minority, women, disadvantaged or emerging small business enterprises.

## ADVERTISEMENT FOR BIDS

NEW CONCRETE RAMP  
AT  
HILLSDALE TERRACE APARTMENTS  
JOB NO. HDT-05-01-03

Sealed bids will be received at the Housing Authority of Portland (HAP), 4400 NE Broadway, Suite B, Portland, Oregon 97213, until 2:00 pm, Thursday July 29, 2004 for labor and materials for work at Hillsdale Terrace Apartments, 6715-6861 SW 26th Portland, Oregon 97219. Shortly thereafter, bids will be opened and publicly read. The First Tier Subcontractor List, HAP-421, must be received by 4:00 p.m. the same day. No bidder may withdraw their bid after the hour set for opening until after the lapse of sixty (60) days from the bid opening.

The basic work consists of construction of a new concrete wheelchair ramp down a short hillside. Work also includes new concrete retaining walls, metal railings, painting and landscaping.

Bid Documents are available at the HAP Office noted above. A \$50 deposit for one set and \$20 (twenty) for each additional set is refundable when documents are returned within 10 days after bid opening.

Attendance of bidders is mandatory at a pre-bid tour of the project site noted above at 10:00 am, Tuesday July 6, 2004. Questions posed during the tour, not addressed in the documents, will be answered by addendum.

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 judgment of HAP, it is in the public interest to do so. Questions regarding this project should be directed to Lewis D. Lyles at 288-5776.

HOUSING AUTHORITY OF PORTLAND

## Multnomah County, Oregon

Bid No: B04-2840 / Opening Date: July 14, 2004

Bid Title: Commercial Door Repair & Related Services On A Requirements Basis

Pre-Bid Conference: None

Sealed bids will be received until, but not after, 2:00 PM, by Multnomah County Central Procurement and Contract Administration (CPCA), 501 SE Hawthorne, Suite 400, Portland, OR 97214. Bids will be opened and read at 2:15 PM the same day

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

Multnomah County may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids if Multnomah County finds it is in the public interest to do so.

Specifications may be Obtained at: Multnomah County CPCA, 501 SE Hawthorne, Suite 400, Portland, OR 97214. Phone (503) 988-5111, FAX (503) 988-3252. Bid list and occasional Bid/RFP downloads are available at web address: <http://www.multcopurch.org>.

Multnomah County Central Procurement and Contract Administration

Publish: June 30, 2004

### High-Tech Career

\$250 to \$500 a week  
Will train to work at home  
Helping the US Government file HUD/FHA mortgage refunds  
No experience necessary  
Call Toll Free 1-866-537-2906

Get the high-tech career you've always wanted, plus a college degree and money to help pay for it, all in the Navy. Must be 17-34 with a H.S. diploma. Call M-F 1-887-6GO-NAVY.