

CLASSIFIEDS / BIDS

Request for Proposals Information Technology Division

The Information Technology Division of the Finance and Administration Department of Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, is requesting proposals for a plan to reduce document printing expenses.

Proposals will be due no later than **3 p.m. PST., December 17th 2004** in Metro's Purchasing and Contract Office at 600 NE Grand Avenue, Portland, OR 97232-2736.

Potential Proposers may obtain proposal documents by contacting Information Technology at 503-797-1814 or via our website at <http://www.metro-region.org/pssp.cfm?ProgServID=22>.

BACKGROUND

Printers, fax machines, scanners and copiers have been placed in the Metro Regional Center on an expedient basis. Metro would like to develop a management plan based on efficiency, print traffic, volume and cost. Currently, the Regional Center has 114 devices in use and prints approximately 5,000,000 pages per year. In addition to desktop printers, networked printers and shared departmental devices, the Regional Center has a dedicated print shop and bindery with several networked color printers, copiers and 14 satellite devices.

A recent inventory indicates that many of these devices are unevenly and inefficiently deployed. The inventory also indicates that the Print Shop is under used.

A large number of manufacturers are represented at both facilities, including HP, Epson, Okidata, Lexmark, Apple, Tektronix, Brother and Compaq. These printers serve both PC and Mac desktop computers. Print volume is tracked in the Print Shop and at the satellite copiers. Departments currently purchase their own supplies. Printer maintenance and repair is centrally managed; the 14 satellite devices have their own maintenance contracts.

Metro will provide a guided onsite survey to interested parties on Wednesday, December 1st 2004 from 1:30 pm until 3:30 pm. Please notify Richard Ames at 503-797-1814 or by email, ames@metro.dst.or.us. Attendance is not mandatory nor a requirement to submit a proposal.

All information submitted by Proposers shall become public record and will be subject to disclosure under the Oregon Public Records Act, except those portions of the proposals for which Proposers request exception from disclosure consistent with Oregon law.

Each proposal must be submitted in a form as described in this proposal document.

All proposals must conform to the RFP format and be complete including the use of any required forms. Metro may accept or reject any or all bids, in whole or in part, or waive irregularities not affecting substantial rights if such action is deemed in the public interest.

Metro and its contractors will not discriminate against any person(s) based on race, color, national origin, sex, sexual orientation, age, religion, physical handicap, political affiliation or marital status.

Metro extends equal opportunity to all persons and specifically encourages minority and women-owned businesses to access and participate in this and all Metro projects, programs and services.

SUB BIDS REQUESTED

New Columbia Houghton / Woolsey
Housing and Common Greens
Portland, Oregon

INCLUDING: 307 Units of Housing and Associated Sitework
Bid Date: December 14 by 2:00pm

Three Informational Pre-bid meetings have been scheduled:

Date	Time	Location
November 9	9 am - 11 am	OAME
November 10	9 am - 11 am	Walsh (Blocks 15 & 20 Only)
November 12	9:30 - 11:30 am	OAME



WALSH CONSTRUCTION CO./OREGON

2905 SW First Ave. Portland, OR 97201
503-222-4375 Fax 503-274-7676
Contact: Larry Robertson
ORCCB# 1476267

Plans Are Available on November 8 after 9 a.m. At:
Walsh Construction Co./Oregon,
Oregon Association of Minority Entrepreneurs (OAME),
Housing Development Center,
McGraw Hill Construction/Dodge,
Daily Journal of Commerce,
Oregon Contractor Plan Center,
African-American Contractors Federation,
and Reed Construction Data.

We strongly encourage Disadvantaged Business Enterprises, Emerging Small Business Enterprises, Minority Business Enterprises and Woman-owned Business Enterprises to submit bids on this work.

DMWESB companies MUST be certified in the scope of work they will be bidding.

Sub-Bid Requested

Headwaters at Tryon Creek Apartments

SW 30th and Marigold Street, Portland, Oregon
Bid Deadline: Monday, November 29, 2004 by 2:00 PM

R&H Construction Co. ORCCB #38304

1530 SW Taylor Street
Portland, OR 97205
Office: 503/228-7177
Fax: 503/224-3638
Estimator: Rick Smith

We are an equal opportunity employer and request bids from all interested firms including disadvantaged, minority, women, veterans and emerging small business enterprises

Legislative Assistant

Chip Shields, Democratic state representative-elect in District 43 (N/NE Portland) seeks legislative assistant. The legislative assistant gives legislative support, performs constituent casework, manages the office and coordinates media and general communication. Also supervises the administrative assistant and coordinates the activities of office interns or volunteers. Position is in Salem. Anticipated range \$2100 to \$2600 per month with health insurance. Position to run approximately January 7, 2004 to June 30, 2004 and may be continued. Requires excellent oral and written communication skills, organizational skills, basic research skills and editorial skills. Bachelor's degree or equivalent combination of experience and education. Typing and computer skills required. ACT! Software, Astro 2000 Software and Quicken Software helpful. Legislative and/or political experience helpful. Legal research experience helpful. Experience and/or expertise in issues being addressed by the legislature helpful. Experience in the district and knowledge of services in the district helpful. Please mail resume and cover letter received by November 22, 2004 to: Chip Shields, 6606 NE Mallory Ave., Portland, OR 97211. Full job description at www.chipshields.com.

Equal Opportunity/Affirmative Action employer.

\$250 to \$500 a week
Will train to work at home
Helping the U.S. Government file HUD/FHA mortgage refunds
No experience necessary
Call Toll-Free 1-866-537-2907



PARKING FACILITY Operator

Immediate full time and part-time openings. Seeking dependable, well groomed, positive individuals

\$8.00 + starting wage
Overtime/advancement potential
Medical & Dental, 401k avail.
Drug test/Background check

New hires must have acceptable documentation to confirm both identity and eligibility to work.

Apply 12:00-12:30PM, Mon, Wed & Thurs at City Center Parking
130 SW Stark, Portland.

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. 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 Oregon Public Service Retirement Plan (OPSRP) 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

Information Systems Specialist 4

Programmer Analyst
Salary range: \$3,053 - \$4,210/month
Announcement #LEHS4527A - Salem
Position closes November 8, 2004

Principal Executive/Manager C

Project Manager
Salary range: \$3,720 - \$5,486/month
Announcement #LEHS4656 - Salem
Position closes November 10, 2004

CHILDREN, ADULTS & FAMILIES

Principal Executive/Manager C

Office Vocational Rehabilitation Field Services Manager
Salary range: \$3,223 - \$4,745/month
Announcement #LEHS4651 - Salem
Position closes November 12, 2004



Program Educator - HIV Prevention

\$3,523 - \$4,281 / month
Closes December 3, 2004

Call (503) 846-8606/TTY (503) 846-4898 for information or see our website: 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

FT Executive Assistant

needed for nonprofit affordable housing organization. Prepare board minutes, grant writing and reporting, carryout special events, prepare Annual Report, write press releases, coordinate office move, supervise Administrative Assistant, provide support for all departments and provide executive assistance and report directly to Executive Director. Experience with WORD, EXCEL and POWER POINT necessary, as is an ability to manage multiple tasks and work with diverse groups. Experience in all the above functions preferred. Excellent written and oral communication skills required. Background in nonprofits/affordable housing helpful. Minimum of an Associates degree in Business Administration required. Please send cover letter and resume to Maxine Fitzpatrick by 5PM on 11/19/04. NO CALLS OR WALK INS. maxine@pcrhome.org; fax#503-288-2891; PCRI, 4829 NE MLK, Portland, OR 97211. Competitive salary and great benefits provided.

"Leading financial institution approving small business, mortgage personal and vehicle loans. Immediate response. Give us a call at 1 866 228 7328." Or apply online at www.investmentfinancial.org

Work From Home or Office

International Company needing Supervisors and Assistants Full-Time and Part Time positions available. Residual income. Full one-on-one training included. Please visit for details www.LiveYourLifestyle.com
1-888-244-4166

HEALTH SERVICES

Research Analyst 3

Research Analyst
Salary range: \$3,060 - \$4,265/month
Announcement #LEHS4659 - Portland
Position closes November 10, 2004

Program Technician 2

Diabetes, Heart Disease & Stroke Health Systems Coordinator
Salary range: \$3,208 - \$4,476/month
Announcement #LEHS4642 - Portland
Position closes November 12, 2004

Principal Executive/Manager C

Diabetes, Heart Disease & Stroke Prevention Program Manager
Salary range: \$3,223 - \$4,745/month
Announcement #LEHS4493A - Portland
Position closes November 12, 2004

Research Analyst 3

Research Analyst
Salary range: \$3,060 - \$4,265/month
Announcement #LEHS4666 - Portland
Position closes November 15, 2004

Environmental Health Specialist 3

Drug Lab Cleanup Program Specialist
Salary range: \$3,208 - \$4,476/month
Announcement #LEHS4667 - Portland
Position closes November 16, 2004

Epidemiologist 2

Immunization Surveillance Coordinator
Salary range: \$3,529 - \$4,921/month
Announcement #LEHS4643 - Portland
Position is Open Until Filled

To obtain detailed job announcement and application materials, visit the DHS website: 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.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT)

ODOT People drive Oregon's Department of Transportation. If great benefits, a professional work environment, job innovation, and career growth opportunity drive you, then come to ODOT. Current recruitments include:

ADMINISTRATIVE/CLERICAL

Administrative Services Coordinator

Salary \$2,019 - \$2,790/month
Announcement #OCOT4717 - Salem

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



City of Portland Bureau of Purchases

1120 SW Fifth Ave, Room 750, Portland OR 97204
503-823-6855

MULTNOMAH COUNTY, OREGON

Request for Proposal No: P05-8367

Request for Proposal Name: RYAN WHITE CARE ACT: HOUSING ASSISTANCE & HOUSING RELATED SERVICES, SUBSTANCE ABUSE SERVICES AND ALTERNATIVE HEALTH CARE SERVICES

Request for Proposal due by 4:00 PM on: December 20, 2004

Pre-Proposal Conference: Optional, November 18, 2004 @10:00 AM at the Multnomah Building, 501 SE Hawthorne Blvd, Oak Room, Portland, OR

Proposals will not be publicly opened and read aloud.

Proposals must be sealed in their entirety, and the packaging clearly marked with the Proposer's name, address, and RFP number. Proposals will be received until, but not after, 4:00 PM, by Multnomah County Central Procurement and Contract Administration (CPCA), 501 SE Hawthorne Blvd., Suite 400, Portland, OR 97214, for:

Multnomah County Health Department HIV Care Services is seeking qualified agencies to provide services in three separate areas: Housing Services, Substance Abuse Services, and Alternative Health Care Services. These services will be available to low-income Persons Living with HIV/AIDS who live in the five Oregon counties of the Eligible Metropolitan Area - Multnomah, Washington, Clackamas, Yamhill and Columbia counties - to enable them to access and remain in primary medical care.

- Substance abuse treatment services will include intensive outpatient treatment (assessment, individual and group treatment) and alcohol and drug free housing for clients who otherwise could not access outpatient treatment.
- Alternative health care will include acupuncture, naturopathic, massage, herbs and supplements.

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

Specifications may be obtained from: Multnomah County CPCA, 501 SE Hawthorne Blvd., 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

Sub Bids Request

CENTRAL COMPUTER FACILITY SALEM, OREGON

BID PACKAGE #2 - CONCRETE
BID DATE: NOVEMBER 16, 2004 AT 2:00 PM



437 N. COLUMBIA BLVD. - PORTLAND, OREGON 97217
Phone (503) 978-0800 * Fax (503) 978-1031 * CCB#84045

We are an equal opportunity employer and actively seek participation from Small, Small Disadvantaged, Minority, Women-Owned, HUB Zone, Service Disabled Veteran-Owned, and Veteran-Owned Business Concerns.

NOTE: JE Dunn Construction intends to submit a proposal for this bid package.

CUSTOMER SERVICE/ENFORCEMENT

Permit Analyst
Salary \$2,207 - \$3,061/month
Announcement #OCOT4673 - Salem

ENGINEERING/ENVIRONMENTAL

Quality Control Compliance Specialist

Salary \$2,865 - \$4,101/month
Announcement #OCOT4511 - Klamath Falls

Region Access Management Engineer

Salary \$4,236 - \$6,070/month
Announcement #OCOT4736 - Portland

INFORMATION SYSTEMS

Systems/Data Analyst

Multiple limited duration positions
Salary \$4,038 - \$5,570/month
Announcement #OCOT4822 - Salem

MANAGEMENT/PROFESSIONAL

District-5 Manager

Salary \$4,099 - \$6,048/month
Announcement #OCOT4756 - Springfield

Project Manager

Salary \$3,720 - \$6,035/month
Announcement #OCOT4682 - Coquille

PROGRAM & PROJECT COORDINATION

Management Analyst

Salary \$2,664 - \$3,698/month
Announcement #OCOT4655A

PROJECT MANAGEMENT/PLANNING

Access Management Planner

Salary \$3,486 - \$4,991/mo
Announcement #OCOT4660 - Salem

Transportation System Planner

Salary \$3,486 - \$4,991/month
Announcement #OCOT4457A - Roseburg

PURCHASING/CONTRACTS

Contract Management Analyst

Salary \$3,208 - \$4,476/month
Announcement #OCOT4823 - Salem

Working @ ODOT. The Way to Go.

Detailed job announcements include qualifications, requirements, and instructions on how to apply for these jobs. Go to www.odot.or.state.us/jobs/ for a complete copy or call 503-986-4030 (TTY 503-986-3854) to request by mail. ODOT is proud to operate as an equal opportunity, affirmative action employer. Announcements will be made available in alternate format upon request: (503) 378-6202, TTY 1-800-993-8898.