

# CLASSIFIEDS / BIDS

## SUB-BIDS REQUESTED

**DP Partners**  
Portland, OR

**Bid Date: May 18, 2007 @ 10:00 AM**  
Note: Excavation is already awarded.



7190 SW SANDBURG ST • PORTLAND, OR 97223  
(503) 624-2090 FAX (503) 639-4134

We are an equal opportunity employer and request sub-bids from disadvantaged, minority, women and emerging small business enterprises.  
10118657 CCB # 144525

## PORTLAND DEVELOPMENT COMMISSION

**Real Estate Appraisal Services Flexible Service Contracts**  
(As Needed Basis)

Responses due 3:00 PM June 8  
Request for Qualifications #06-32

The Portland Development Commission (PDC) is requesting qualification proposals for Project Management Services to be contracted on an as-needed basis. From this Request For Qualifications (RFQ) firms will be selected to receive a **three-year** contract.

The full Request for Qualifications may be downloaded from the internet at [www.pdc.us](http://www.pdc.us), obtained by telephone or FAX request to:

Linda Pregent, Professional Services Section  
Portland Development Commission  
222 NW Fifth Avenue  
Portland, OR 97209-3859  
Phone 503.823.3363  
FAX 503.865.3763

**RFQ Proposals must be submitted in a sealed envelope to the above address no later than 3:00 PM, Friday, June 8, 2007.**  
Faxed copies will not be accepted

Contractors who are certified as Minority, Women or Emerging Small Business are strongly encouraged to apply. Contractors are also recommended to utilize Minority, Women, and Emerging Small Business Enterprises for their subcontracting needs. Portland Development Commission greatly values diversity in contracting and in the workforce and encourages contractors to do the same.

Are you looking to work for an organization with a purpose? Do you have a passion to serve? Mission driven non-profit health care organization is seeking an **Executive Assistant**.

The **Executive Assistant** provides administrative support for the Executive team and is the point of administrative contact for the office. Responsibilities included:

- Calendar management for Executive Director and other team members as asked
- Point of contact for office managerial tasks such as setting up vendor accounts, building lease and maintenance issues, OSHA and other inspections, changing the office voicemail system, etc
- Point of contact for staff for coordination and maintenance of any shared systems or materials including shared contacts and all written administrative procedures
- Meeting planning and coordination for team members, including taking minutes
- Event planning and coordination for team members including assisting with follow-up surveys/evaluations as needed
- Writing/editing/proofreading/formatting documents such as PowerPoint, business correspondence, articles for the website and newsletter, and other materials as asked
- Processing paperwork such as invoices, deposits, coordinating mailings, expense reports, travel arrangements as asked, etc
- Data management including data entry, researching new data, creating data packets, etc.
- Ensuring the office runs smoothly at its most basic level: filing, archiving, maintaining/ordering supplies, mail/shipping, answering phones, etc
- Coordinating other administrative assistants to ensure a smooth work flow

To find out if you are fully qualified and to apply visit [www.orpca.org](http://www.orpca.org). We are looking forward to meeting you.

If you are a high energy person who loves running, cycling and the outdoors, you need to consider joining the **Pearl Izumi Team**. We are looking for outstanding hourly or management associates with 2 years experience in retail and/or the outdoor industry who want to take the next step in their careers. Our Store Management Team Members love working with our customers and outfitting them in the technical gear that makes them feel and perform like winners. Currently we have a Store Manager position available in our **Woodburn, OR** location. Please apply online at [www.pearlizumi.com](http://www.pearlizumi.com), job code 712, or email [moconnor@nautilus.com](mailto:moconnor@nautilus.com).

**Instructor, Adjunct Pool**  
**Labor Education and Research Center**  
**University of Oregon**

Applications will be accepted for the purpose of creating a pool of instructors and researchers to fill potential vacancies. Assignments are temporary, not to exceed one year, and may be part-time or full-time. Potential positions involve instruction in non-credit labor educ. programs, research and special projects. B.A. degree or equiv. professional exp. in approp. Field and documented labor educator's exp. req'd. Applications accepted on a continuous basis & reviewed as positions become available. Pool will remain active through May 31, 2008.

EO/AA/ADA institution committed to cultural diversity. Please see the UO jobs page at <http://jobs.uoregon.edu> for additional information (Posting #050701).

Advertise with diversity in  
**The Portland Observer**  
Call 503-288-0033

## To Place Your Classified Advertisement

Contact: Kathy Linder  
Phone: 503-288-0033  
Fax: 503-288-0015  
e-mail: [classifieds@portlandobserver.com](mailto:classifieds@portlandobserver.com)

## NOTICE TO CONTRACTORS

Sealed bids for the construction of the Wastewater Treatment Facility Improvements for the City of Garibaldi, Tillamook County, Oregon will be received by the City until the **bid closing time of 2:00 P.M. Pacific Time, Tuesday, June 5, 2007**. A two hour period shall follow in which all bidders shall submit to the City of Garibaldi a Subcontractor Disclosure Form per ORS 279C.370, identifying any first-tier subcontractor that will be furnishing labor and materials on the Contract. Refer to Disclosure Form and Instructions to Bidders within the Contract Documents. The **bid opening** shall be conducted in the Garibaldi City Hall. Sealed bids will be publicly opened and read aloud at **4:00 P.M. Pacific Time, Tuesday, June 5, 2007**. Bids submitted prior to opening are to be delivered to: City Administrator, Mr. Kevin Greenwood, 107 6th Street (P.O. Box 708), Garibaldi, OR 97118

The project consists of a modification to two wastewater pump stations, associated sitework, piping, electrical work and supplying a portable generator.

Plans and specifications may be seen at the office of HGE INC., Architects, Engineers, Surveyors & Planners; 375 Park Avenue; Coos Bay, Oregon 97420; and at the following locations:

- |                                       |                         |
|---------------------------------------|-------------------------|
| City of Garibaldi                     | - Garibaldi, Oregon     |
| HGE INC., 19 N.W. 5th Avenue          | - Portland, Oregon      |
| Daily Journal of Commerce Plan Center | - Portland, Oregon      |
| Eugene Builders Exchange              | - Eugene, Oregon        |
| Oregon Contractors Plan Center        | - Clackamas, Oregon     |
| SW Washington Contractors             | - Vancouver, Washington |
| Salem Contractors Exchange            | - Salem, Oregon         |

One copy of the Contract Documents may be obtained by prospective Bidders upon receipt of cash or check in the amount of \$100.00 made payable to the Engineer. Deposit made upon procurement of drawings, specifications, and forms of contract documents will be **non-refundable**.

Bidders must prequalify with Owner (under ORS 279C.430), on Standard Oregon Review Board prequalification forms, for the class of work to be encountered in the project, at least ten (10) days prior to bid opening. Any disqualification statements will be issued not later than four (4) days before bid opening. Prequalification forms may be obtained from the Engineer and should be submitted to the Owner (City of Garibaldi) via the Engineer (HGE INC., Architects, Engineers, Surveyors, & Planners - Coos Bay). If a prequalification form is on file with the Engineer and is not over one year old, refiling is not necessary unless there has been a substantial change in Contractor's status.

Successful Bidder must be registered, or shall become registered, with the Construction Contractor's Board as required by ORS 671.530 if awarded a contract. Bidder is not required to be licensed under ORS 468A.720. Each bid must contain a statement as to whether the Bidder is a Resident Bidder as defined in ORS 279.029.

No bid will be considered unless fully completed in the manner provided in the "Instructions to Bidders", upon the Bid Form (Proposal) provided by the Engineer, and accompanied by a certified check or Bid Bond executed in favor of the City of Garibaldi in an amount not less than ten percent (10%) of the total amount of the bid. Per ORS 279C.385, Bid Bond is to be forfeited as a fixed and liquidated damage should the successful Bidder neglect or refuse to enter into a contract and provide suitable bonds to ensure the faithful performance and payment of the work (in the event the contract is awarded such Bidder). Funds for the improvements are available, and monthly payments will be made by check.

The successful Bidder must be registered with the Construction Contractor's Board as required by ORS 701.035 to 701.055. Bidder is not required to be licensed Under ORS 468A.720. Each bid must contain a statement as to whether the Bidder is a Resident Bidder as defined in ORS 279.A.120.

The Contract is for public work subject to ORS 279C.800 to 279C.870. No bid will be received or considered by the City of Garibaldi or any officer thereof unless the bid contains a statement by the Bidder as a part of their bid that the provisions required by ORS 279C.840 (relating to prevailing wages) shall be included in this Contract. Requirements for Bidders and Contractors under this order are detailed in the Contract Documents.

Contracts awarded under this Notice to Contractors will be financed with a grant from the U.S. Department of Agriculture, Rural Development. Neither the United States nor any of its departments, agencies, or employees is or will be a party to this Notice to Contractors of any resulting contract. This procurement will be subject to regulations contained in Part 33 Procurement Under Assistance Agreements. Contracts are subject to 40 CFR regulations.

Bidders on this work will be required to comply with the provisions of the President's Executive Order No. 11246 concerning equal employment opportunity, including all amendments and requirements issued thereunder. The requirements for Bidders and Contractors under this Order are explained in the Contract Documents.

The attention of Bidders is directed to the requirements and conditions of employment to be observed and minimum rates to be paid under the Contract.

Before a Contract will be awarded, compliance with Rural Development requirements specified in the Contract Documents will be subject to Rural Development review and approval.

The City of Garibaldi may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all bids upon a finding of the City of Garibaldi that it is in the public interest to do so.

No Bidder may withdraw or modify its bid after the hour set for the opening, and thereafter until the lapse of ninety (90) calendar days from the bid opening date.

For information regarding this project and the included work, contact HGE INC., Architects, Engineers, Surveyors & Planners at 19 NW 5th Ave., #300, Portland, OR 97209, (503) 222-1687. By order of the City Council, City of Garibaldi, Tillamook County, Oregon.

Suzanne McCarthy, Mayor  
Paul Daniels, Council Member  
Roberta E. Bettis, Council Member  
Terry Kandle, Council Member

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



Providence Health System

**We're seeking exceptional individuals for exciting career opportunities!**

Whether your professional skills are in financial services or nursing; medical records or facility maintenance; administrative support or healthcare management, consider a career with Providence! Visit our Employment Center at 1235 NE 47th Avenue, or view current opportunities and apply online today! [www.providence.org/careers](http://www.providence.org/careers)



## PARKING FACILITY Operator

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

**\$8.50 + starting wage**

**Overtime/advancement potential**  
**Medical & Dental, 401k avail.**

**Drug test/ Background check**

**Apply 12:00-1:00PM,**

**Mon, Wed, Thurs & Fri;**

**3:00 - 4:00PM Tues.**

**City Center Parking,**

**130 SW Stark, Portland.**



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website: [www.morrisonkids.org](http://www.morrisonkids.org)

## Floor Coordinator w/ Direct Care

**experience:** Volunteers of America Oregon's Marie Smith Health & Social Center (North Portland/ Mississippi neighborhood) is hiring a 40hr/week, Floor Coordinator who will work as the lead direct care staff at our Adult Day Center, serving disabled elders and adults, including those with Alzheimer's disease. Job duties include: providing direct care to participants at the center, creating the daily direct care staff floor schedule, inventorying and reporting supply needs, medication administration lead, and restorative care program lead. The Floor Coordinator will provide leadership and provision of personal care, feeding assistance, vital monitoring, assisting RN, and work with an interdisciplinary team. Certified Nursing Assistant preferred! For full job description, visit our web site at: [www.voao.org](http://www.voao.org). No weekends, no evenings, paid holidays off plus benefits! Come work for a great team! Apply at 4616 N. Albina, Portland, OR 97217 Attn: MSC Program Director

## Portland Development Commission

**The Urban Renewal Agency for the City of Portland, Oregon**

Portland is internationally recognized for its quality of life, distinctive neighborhoods, and robust transit system. Playing a key role in keeping Portland, Oregon, one of America's most livable cities is the Portland Development Commission's mission. PDC is the City's urban renewal agency, charged with bringing together resources to achieve Portland's vision. We're currently looking for qualified individuals to complement our workforce for the following positions:

- Programmer Analyst II**
- Principal Debt Analyst**
- Senior Project Coordinator - Economic Development**
- Senior Program Coordinator - Business Finance Officer**
- Project/Program Specialist - People and Technology**
- Chief Financial Officer**

We offer a generous host of benefits as part of our efforts to keep PDC a positive, healthy and productive place to work. PDC values diversity in its work force and is committed to

Equal Employment Opportunity and Affirmative Action.

Apply online at [www.pdc.us/jobs](http://www.pdc.us/jobs)  
Portland Development Commission, 222 NW 5th Ave., Portland, OR 97209  
Jobline: 503.823.3463



METRO

## Operating Engineers - part-time,

Portland Center for the Performing Arts, \$25.37/hr. Deadline: 05/22/07. Operates and maintains heating, cooling, plumbing, electrical and mechanical equipment used in daily operations. 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 Chautauqua 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, visit our website at [www.metro-region.org/jobs](http://www.metro-region.org/jobs) or pick up a complete packet at Metro Human Resources, 600 NE Grand Avenue, Portland.

AA/EEO Employer

## Health Manager

(\$40,851 - \$53,900 per year)

Registered Nurse needed to manage our Health & Wellness department serving young adults between the ages of 16-24 year olds who are enrolled in a vocational/educational training program. Position is responsible for the direct supervision of staff as well as the management of contracted positions, student services and for providing programs that promote wellness. Candidate must have a valid registered nursing license in the state of residence and three years related experience, two of which must be supervisory. Must possess a current CPR/First-aid certification and valid driver's license in the state of residence with an acceptable driving record. Competitive salary & benefits available.

Please send letter of interest and resume to:

**Springdale Job Corps Center**  
Attn: Human Resources  
31224 E. Historic  
Columbia River Highway  
Troutdale, OR 97060

All responses must be received no later than **May 25, 2007**.

As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.