

# MULTNOMAH COUNTY OREGON

DEPARTMENT OF GENERAL SERVICES  
PURCHASING SECTION  
2505 S.E. 11TH AVENUE  
PORTLAND, OREGON 97202  
(503) 248-5111

GLADYS McCOY  
COUNTY CHAIR

## MEMORANDUM

TO: Jane McGarvin, Clerk of the Board  
FROM: Lillie M. Walker, Director, Purchasing Section  
DATE: December 14, 1988  
SUBJECT: FORMAL BIDS AND REQUESTS FOR PROPOSALS SCHEDULED FOR INFORMAL BOARD

BOARD OF  
COUNTY COMMISSIONERS  
1988 DEC 14 PM 3:06  
MULTNOMAH COUNTY  
OREGON

The following Formal Bids and/or Professional Services Request for Proposals (RFPs) are being presented for Board review at the Informal Board on Tuesday, December 20, 1988.

Bid/RFP No.	Description/Buyer	Initiating Department
B18-511-3271	Self Propelled Mowers	DES
	Buyer: Ian M. Goddard Ex. 5111	Contact: Tom Guiney Phone: 5050
B84-900-3262	Agricultural Chemicals	DES
	Buyer: Franna Ritz Ex. 5111	Contact: Bob Pearson Phone: 5050
	Buyer: Ex. 5111	Contact: Phone:

cc: Gladys McCoy, County Chair  
Board of County Commissioners  
Linda Alexander, Director, DGS  
Commissioner Caroline Miller/332

Copies of the bids and RFPs are available from the Clerk of the Board.

TO: DAILY JOURNAL OF COMMERCE

Please run the following Classified Advertisement as indicated below, under your  
"CALL FOR BID" section

MULTNOMAH COUNTY

Proposals Due: January 10, 1989 at 2:00 P.M.

Proposal No. B84-900-3262

Sealed proposals will be received by the Director of Purchasing, 2505 S.E. 11th  
Ave., Portland, OR 97202 for:

AGRICULTURAL CHEMICALS

as per specifications on file with the Purchasing Director. No proposal will be  
received or considered unless the proposal contains a statement by the bidder as  
part of his bid that the requirements of ORS 279.350 shall be included. Multnomah  
County reserves the right to reject any or all proposals.

Specifications may be obtained at: Multnomah County Purchasing Section

2505 S.E. 11th Avenue

Portland, OR 97202

(503) 248-5111

Lillie M. Walker, Director  
Purchasing Section

PUBLISH: December 22, 1988

AD2:PURCH2



MULTNOMAH COUNTY OREGON

INVITATION FOR BIDS # B84-900-3262 To be opened 2 P.M. January 10, 1989

SEALED BIDS will be received by the Purchasing Director of Multnomah County in the Ford Building Lobby, 2505 S.E. 11th Avenue, Portland, Oregon, 97202, until 2 P.M. Pacific Time and will be publicly opened and read for furnishing  
AGRICULTURAL CHEMICALS

in estimated quantities and as per specifications as indicated herein. To insure proper bid identification and handling, USE THE BID ENVELOPE, attached herewith.

Protests to the specifications will not be considered unless detailed in official correspondence to the Purchasing Director and received five (5) days or more prior to the opening date.

As required by ORS 279.021, Multnomah County shall always--price, fitness and quality being equal--prefer supplies, goods, wares, merchandise, manufacturers or produce that has been grown, manufactured or produced in this State and shall next prefer such as have been partially manufactured, grown or produced in this State.

Also the constitutional debt limitation for counties requires any county contract which extends beyond the current fiscal year to be executed subject to future appropriations to fund its provisions, and contract documents will reflect this condition.

Pursuant to Multnomah County Administrative Rules, the County may, in its discretion, waive the bid security requirements of ORS 279.033 for contracts other than those for public improvements. 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 of the aggregate proposal, unless otherwise specified in the space provided below. The successful bidder may be required to furnish a performance bond satisfactory to the Board in the full amount of the contract.

Surety Bond: W A I V E D

The right is expressly reserved to reject any and all bids.

Dated at Portland, Oregon December 13, 1988.

Board of County Commissioners  
MULTNOMAH COUNTY, OREGON

Publication Dates December 22, 1988

By \_\_\_\_\_  
Lillie M. Walker, Director  
Purchasing Section

(Continued on reverse)

Form PD 13  
Rev. 10-88



PURCHASING DIVISION

503-248-5111

2505 S.E. 11TH AVE.

PORTLAND, OREGON 97202

VENDOR  
VENDOR

RETURN

MULTNOMAH COUNTY  
PURCHASING DIVISION  
2505 S.E. 11TH AVENUE  
PORTLAND OR 97202

TO:

## REQUEST FOR BID/QUOTATION

BID/QUOTATION  
DATE 01/10/89  
NAME AG. CHEM.  
NUMBER B649003262OPEN DATE  
01/10/89TO BE QUOTED F.O.B.  
DESTINATIONTERMS OF PAYMENT  
BID TO INDICATE

ITEM	MAT ID	QUANTITY	U/M	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
B I D I T E M (S)						
DELIVERY MUST BE NOT LATER THAN FEBRUARY 15, 1989						
1		45	GAL	RODIO-IN 2-1/2 GALLON JUGS		
2		35	GAL	GARLON 3A IN 2-1/2 GALLON JUGS		
3		5	GAL	GARLON 4 IN 2-1/2 GALLON JUGS		
4		17	GAL	ORTHO X-77 SURFACTANT--IN 1 GALLON JUGS		
5		2	LBS	NUTRASOL--IN 2 # PLASTIC JAR		
6		90	GAL	ROUNDUP-3 @ 30 GALLON CONTAINERS		

## MULTNOMAH COUNTY OREGON



PURCHASING DIVISION

503-248-5111

2505 S.E. 11TH AVE.

PORTLAND, OREGON 97202

VENDOR  
VENDOR

RETURN

TO:

MULTNOMAH COUNTY  
PURCHASING DIVISION  
2505 S.E. 11TH AVENUE  
PORTLAND OR 97202BID/QUOTATION  
DATE 01/10/89  
NAME AG. CHEM.  
NUMBER 8849003262

## REQUEST FOR BID/QUOTATION

OPEN DATE  
01/10/89TO BE QUOTED F.O.B.  
DESTINATION

TERMS OF PAYMENT

BID TO INDICATE

ITEM	MAT ID	QUANTITY	U/M	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
7		35	GAL	<p>ROUNDUP-14, 2 1/2 GALLON JUGS</p> <p>INSTRUCTIONS TO BIDDERS</p> <p>EQUIVALENT PRODUCTS</p> <p>PRODUCT BRANDS OR MODELS, IF STATED OR IMPLIED BY THE SPECIFICATIONS, INDICATE TYPE, DESIGN, AND QUALITY DESIRED, AND SHALL NOT RESTRICT BIDDING TO ONE MANUFACTURER. PRODUCTS WHICH MEET OR EXCEED SPECIFICATION REQUIREMENTS FOR DESIGN, QUALITY, AND FUNCTIONAL UTILITY WILL BE CONSIDERED. REF. ORS 279.017</p> <p>IF BID IS FOR AN EQUIVALENT ITEM, INCLUDE DESCRIPTIVE INFORMATION BROCHURE AND/OR SPECIFICATIONS SUFFICIENT FOR THE COUNTY TO MAKE A DETERMINATION AS TO EQUIVALENCY.</p> <p>ANY VARIATIONS FROM SPECIFICATIONS ON EQUIVALENT PRODUCTS MUST BE ITEMIZED. FAILURE TO DO SO MAY CAUSE REJECTION OF THE BID OR REJECTION OF THE UNIT OR PRODUCT AFTER DELIVERY IF UNITEMIZED VARIATIONS ARE FOUND UPON INSPECTION OF THE UNIT.</p>		



PURCHASING DIVISION

503-248-5111

2505 S.E. 11TH AVE.

PORTLAND, OREGON 97202

VENDOR  
VENDOR

RETURN

MULTNOMAH COUNTY  
PURCHASING DIVISION  
2505 S.E. 11TH AVENUE  
PORTLAND OR 97202

TO:

## REQUEST FOR BID/QUOTATION

BID/QUOTATION  
DATE 01/10/89  
NAME AG. CHEM.  
NUMBER B849003262OPEN DATE  
01/10/89TO BE QUOTED F.O.B.  
DESTINATIONTERMS OF PAYMENT  
BID TO INDICATE

ITEM	MAT ID	QUANTITY	U/M	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
<p>METHOD OF AWARD</p> <p>AWARD WILL BE MADE TO THE BIDDER SUBMITTING THE LOWEST RESPONSIVE BID. THE AWARD WILL BE MADE ON AN ALL-OR-NONE BASIS, OR, BY INDIVIDUAL ITEM AS IN THE BEST INTEREST OF THE COUNTY. THE RIGHT IS EXPRESSLY RESERVED TO REJECT ANY OR ALL BIDS.</p> <p>CLARIFICATION OF SPECIFICATIONS</p> <p>ANY VENDOR REQUIRING FURTHER CLARIFICATION OF THE INFORMATION CONTAINED HEREIN SHOULD SUBMIT SPECIFIC QUESTIONS IN WRITING TO:</p> <p style="text-align: center;">MULTNOMAH COUNTY PURCHASING DIVISION C/O FRANNA RITZ BUYER 2505 SE 11TH PORTLAND, OR 97202</p> <p>A WRITTEN RESPONSE WILL BE PROVIDED TO THOSE QUESTIONS WHICH ARE DEEMED APPROPRIATE, COPIES OF WHICH WILL BE SENT TO ALL VENDORS IN RECEIPT OF THIS IFB. QUESTIONS WILL NOT BE ANSWERED VERBALLY EXCEPT THOSE WHICH WOULD CLARIFY SPECIFICATIONS AND REQUIREMENTS OF THIS IFB AND AND AS FURTHER PROVIDED HEREIN. HOWEVER, ANY ACTIONS</p>						

## MULTNOMAH COUNTY OREGON



PURCHASING DIVISION

503-248-5111

2505 S.E. 11TH AVE.

PORTLAND, OREGON 97202

VENDOR  
VENDOR

RETURN

 MULTNOMAH COUNTY  
 PURCHASING DIVISION  
 2505 S.E. 11TH AVENUE  
 PORTLAND OR 97202

TO:

## REQUEST FOR BID/QUOTATION

 BID/QUOTATION  
 DATE 01/10/89  
 NAME AG. CHEM.  
 NUMBER 8849003262
OPEN DATE  
01/10/89TO BE QUOTED F.O.B.  
DESTINATION

TERMS OF PAYMENT

BID TO INDICATE

ITEM	MAT ID	QUANTITY	U/M	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
<p>OR CHANGES RESULTING FROM THESE COMMUNICATIONS WILL BE FORWARDED TO ALL BIDDERS AS AN ADDENDUM TO THIS IFB.</p> <p>ORAL INSTRUCTIONS OR INFORMATION, CONCERNING THE SPECIFICATIONS FOR THE PROJECTS OR REQUIREMENTS, GIVEN OUT BY COUNTY OFFICERS, EMPLOYEES, OR AGENTS TO PROSPECTIVE BIDDERS SHALL NOT BIND THE COUNTY, ANY ADENDA SHALL BE ISSUED BY THE PURCHASING DIRECTOR NOT LATER THAN (5) DAYS PRIOR TO BID OPENING.</p> <p>COMPLETION OF FORMS</p> <p>THE BIDDER MUST SUBMIT THE PROPOSAL ON THE PROPOSAL FORM UNIT PRICE COLUMN OPPOSITE THE ITEM NO. BEING BID. THE TOTAL OF EACH LINE ITEM SHOULD BE INDICATED IN THE TOTAL PRICE COLUMN. THE TOTAL OF ALL LINE ITEMS BID SHOULD BE INDICATED IN THE TOTAL PRICE COLUMN AFTER THE LAST LINE ITEM NO. LISTED ON THIS REQUEST. THE BLANK SPACES SHOULD BE COMPLETED IN ACCORDANCE WITH THE APPARENT INTENT.</p> <p>ATTENTION!</p> <p>THE SIGNATURE OF THE BIDDER SUPPORTING THE BID MUST APPEAR IN THE SPACE PROVIDED FOR THIS PURPOSE ON THE COVER PAGE.</p> <p>THE COMPLETE PROPOSAL SHOULD BE SUBMITTED IN ITS ENTIRETY AND SHOULD NOT BE TORN APART.</p>						
					PAGE 4	



PURCHASING DIVISION

503-248-5111

2505 S.E. 11TH AVE.

PORTLAND, OREGON 97202

VENDOR  
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RETURN

MULTNOMAH COUNTY  
PURCHASING DIVISION  
2505 S.E. 11TH AVENUE  
PORTLAND OR 97202

TO:

## REQUEST FOR BID/QUOTATION

BID/QUOTATION  
DATE 01/10/89  
NAME AG. CHEM.  
NUMBER B849003262OPEN DATE  
01/10/89TO BE QUOTED F.O.B.  
DESTINATION

TERMS OF PAYMENT

BID TO INDICATE

ITEM	MAT ID	QUANTITY	U/M	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
				<p>INDEMNIFICATION</p> <p>CONTRACTOR AGREES TO DEFEND, HOLD AND SAVE THE COUNTY AND ALL ITS OFFICERS, AGENTS AND EMPLOYEES HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS FOR LOSS, INJURY OR DAMAGE TO PERSONS OR PROPERTY BY CONTRACTOR ARISING OUT OF ANY ACT OR OMISSION RELATING TO THIS CONTRACT INCLUDING BUT NOT LIMITED TO ANY DAMAGES, SETTLEMENTS, COSTS OR ATTORNEYS FEES.</p> <p style="text-align: center;">T E R M S</p> <p>TERMS OF PAYMENT</p> <p>DISCOUNTS FOR EARLY PAYMENT WILL BE CONSIDERED IN AWARDING THE BID IF AT LEAST 20 DAYS ARE ALLOWED FOR MAKING PAYMENT. DISCOUNT TIME SHALL COMMENCE UPON RECEIPT OF MATERIAL/SERVICES OR PROPERLY EXECUTED INVOICE, WHICHEVER IS THE LATER.</p> <p>PLEASE INDICATE TERMS IN SPACE PROVIDED ABOVE ON PAGE 1</p> <p>IF TERMS ARE NOT INDICATED ON THE BID/QUOTE THE INVOICE(S) WILL BE PAID ON A NET 30 DAYS BASIS.</p> <p>GUARANTEE OF PURCHASES</p>		

EID/QUOTATION  
DATE 01/10/82  
NAME AG. CHEM.  
NUMBER B849003262

## PAGE 6

TO: DAILY JOURNAL OF COMMERCE

Please run the following Classified Advertisement as indicated below, under your  
"CALL FOR BID" section

MULTNOMAH COUNTY

Proposals Due: January 10, 1989 at 2:00 P.M.

Proposal No. B18-511-3271

Sealed proposals will be received by the Director of Purchasing, 2505 S.E. 11th  
Ave., Portland, OR 97202 for:

SELF PROPELLED MOWERS

as per specifications on file with the Purchasing Director. No proposal will be  
received or considered unless the proposal contains a statement by the bidder as  
part of his bid that the requirements of ORS 279.350 shall be included. Multnomah  
County reserves the right to reject any or all proposals.

Specifications may be obtained at: Multnomah County Purchasing Section

2505 S.E. 11th Avenue

Portland, OR 97202

(503) 248-5111

Lillie M. Walker, Director  
Purchasing Section

PUBLISH: December 22, 1988

AD2:PURCH2



MULTNOMAH COUNTY OREGON

INVITATION FOR BIDS # B18-511-3271 To be opened 2 P.M. January 10, 1989

SEALED BIDS will be received by the Purchasing Director of Multnomah County in the Ford Building Lobby, 2505 S.E. 11th Avenue, Portland, Oregon, 97202, until 2 P.M. Pacific Time and will be publicly opened and read for furnishing  
SELF PROPELLED MOWERS

in estimated quantities and as per specifications as indicated herein. To insure proper bid identification and handling, USE THE BID ENVELOPE, attached herewith.

Protests to the specifications will not be considered unless detailed in official correspondence to the Purchasing Director and received five (5) days or more prior to the opening date.

As required by ORS 279.021, Multnomah County shall always--price, fitness and quality being equal--prefer supplies, goods, wares, merchandise, manufacturers or produce that has been grown, manufactured or produced in this State and shall next prefer such as have been partially manufactured, grown or produced in this State.

Also the constitutional debt limitation for counties requires any county contract which extends beyond the current fiscal year to be executed subject to future appropriations to fund its provisions, and contract documents will reflect this condition.

Pursuant to Multnomah County Administrative Rules, the County may, in its discretion, waive the bid security requirements of ORS 279.033 for contracts other than those for public improvements. 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 of the aggregate proposal, unless otherwise specified in the space provided below. The successful bidder may be required to furnish a performance bond satisfactory to the Board in the full amount of the contract.

Surety Bond: W A I V E D

The right is expressly reserved to reject any and all bids.

Dated at Portland, Oregon December 13, 1988.

Board of County Commissioners  
MULTNOMAH COUNTY, OREGON

Publication Dates December 22, 1988

By \_\_\_\_\_  
Lillie M. Walker, Director  
Purchasing Section

(Continued on reverse)

Form PD 13  
Rev. 10-88

## MULTNOMAH COUNTY OREGON



PURCHASING DIVISION

503-248-5111

2505 S.E. 11TH AVE.

PORTLAND, OREGON 97202

VENDOR  
VENDOR
 RETURN MULTNOMAH COUNTY  
 FLEET SERVICES DIVISION  
 TO: 1620 SE 190TH  
 PORTLAND OR 97233

## REQUEST FOR BID/QUOTATION

 BID/QUOTATION  
 DATE 12/09/88  
 NAME LAWN MOWER  
 NUMBER 8185113271

 OPEN DATE  
 01/10/89

 TO BE QUOTED F.O.B.  
 DESTINATION

 TERMS OF PAYMENT  
 BID TO INDICATE

ITEM	MAT ID	QUANTITY	U/M	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
1		4	EA	NEW MODEL 60" SELF PROPELLED MOWERS PER SPECIFICATIONS TERMS: _____ DELIVERY: _____ WARRANTY: _____  I N S T R U C T I O N S   T O   B I D D E R S  CLARIFICATION OF SPECIFICATIONS ANY VENDOR REQUIRING FURTHER CLARIFICATION OF THE INFORMATION CONTAINED HEREIN SHOULD SUBMIT SPECIFIC QUESTIONS IN WRITING TO:  MULTNOMAH COUNTY PURCHASING DIVISION C/O JAN M. GODDARD BUYER 2505 SE 11TH PORTLAND, OR 97202		

Item #1

Four (4) current Model 60" Self-Propelled Mowers

GENERAL PROVISIONSGENERAL  
DESCRIPTION

The units shall be completed and operational upon delivery. Any component normally offered as standard equipment, necessary to meet all applicable laws, or recommended by the manufacturer for the intended use shall be furnished. Any component required to provide a complete, operational and safe unit shall be provided even if it is not specifically specified. Failure to comply with any of these specifications may result in the rejection of the bid.

The apparent silence of this specification and supplemental specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only best commercial practice is to prevail and that only materials and workmanship of first quality are to be used.

Units shall be new (unused), current model of production, and shall be completely prepared for customer delivery through service by a factory franchised dealer prior to delivery. A new unit predelivery inspection and service sheet, properly completed and signed by the service manager of the seller, shall be furnished with each unit. Each unit shall include all inspection coupons, certicards or warranty identification cards furnished to the trade in general in accordance with standard warranty policy.

All accessories as listed herein shall be identical to those regularly supplied to the dealer by the original equipment manufacturer, and shall be of the identical quality and design as those normally installed on units for sale through normal commercial channels.

SPECIFICATIONS

Complete specifications for mowers will be supplied with the bid.

PARTS & SERVICE

The successful bidder shall have available and shall provide same-day delivery to the Yeon Shops for normal repair parts. Service and warranty repair service shall be available in the greater Portland area. Failure to prove

the ability to provide these availability requirements to Multnomah County's Fleet Administrator's satisfaction may result in the rejection of the bid by Multnomah County.

TRAINING

The successful bidder shall provide to Multnomah County, at no additional cost, all training necessary for the safe and efficient operation and maintaining of the unit by Multnomah County personnel.

DELIVERY

The delivery of the unit shall be in a ready-for-operation condition to Multnomah County's Yeon Shops, 1620 S.E. 190th Avenue, Portland, Oregon, 97233, within sixty (60) days from the awarding of the contract. Proof of ability to meet the delivery schedule may be considered in the awarding of the contract.

APPROVED EQUAL

When a specific brand name or model number is specified and approved equal is offered as an alternative, no limitation on other brand names is intended. This is intended to indicate and guarantee a quality level.

LUBRICANTS

Bidders shall provide Multnomah County with S.A.E. specifications for all lubricants or interchange to lubricants currently used in Multnomah County.

MANUALS

Two operator's manuals, two parts manuals, and two shop repair manuals shall be supplied.

NOTE: Four hundred dollars (\$400.00) of the contract amount will be withheld from payment until manuals are supplied.

WARRANTY

- a. A submission of a bid in response to this invitation shall constitute the manufacturer's and bidder's warranty of the unit offered, including all parts and accessories, for a period of at least one year after the "in-service date". "In-service date" is defined as the day that the unit is put into regular service after installation. Each unit and major component shall carry the manufacturer's normal service and normal warranty policy in conjunction with purchaser's stated warranty and shall include all inspection coupons, certicards or warranty identification cards furnished to the general trade. Said warranty shall be honored by all franchised dealers of that make in the State of Oregon.

- b. If all or any part of this equipment shall prove defective in workmanship or materials, the manufacturer shall replace or repair the part or defect without cost to Multnomah County.
- c. The warranty shall exclude damage to the unit due to operator's abuse.
- d. In an emergency, if the vendor is unable to furnish a serviceman and parts to the job site within 72-hours, the County may elect to have emergency repairs made and hold the damaged parts for the vendor's inspection, together with sufficient documents to justify or verify the repairs, and the vendor shall reimburse the County for all costs therein.
- e. Warranty adjustments will not necessarily be confined to the above limits. Malfunction of parts or failure discovered beyond the above warranty, which are reasonably attributable to a manufacturing fault not revealed during the initial period, shall be corrected at no cost, or on a cost-sharing basis, depending on the individual case.
- f. The vendor shall not be responsible for damages caused by delay or failure to perform under the terms of the warranty where such delay or failure is due to fire, strikes, Acts of God, legal acts of public authority or demands of the Government in time of war or national emergency.
- g. The bidder shall be responsible for all warranty adjustments.
- h. Any manufacturer's extended warranties available should be offered as options above the bid price.

BID REJECTION

The County has the right to reject any or all bids.

DETAILED DESCRIPTIONCOLOR

Shall be manufacturer's standard production finish.

FRAME

Main frame and all chassis components shall be certified as being suitable for heavy duty commercial application.

ENGINE

The engine shall be a four cycle liquid cooled diesel fuel governed unit producing at least 22 gross horse-power.

- a. Engine shall have a gear driven pressure lubricating oil system, complete with a spin-on type filter. Filter shall be so mounted that replacement does not require removal of any other components.
- b. A heavy duty dry type air cleaner with pre-cleaner and filter condition indicator are required. Filter condition indicator shall be mounted so as to be visible from operator position. Air intake shall be located so as to reduce plugging during grass cutting operation.
- c. Engine shall be equipped with a replaceable fuel filter and sediment bowl.
- d. Exhaust system shall be equipped with a spark arrestor type muffler and so located as to reduce injury to operator. Exhaust systems mounted on exterior of machine shall be guarded. Muffler shall be so constructed as to comply with U.S. E.P.A. standards for noise control in this equipment.

DRIVETRAIN

- a. Shall be variable speed hydrostatic with forward and reverse foot pedal controlled.
- b. Hydraulic system shall be protected with a replaceable filter.
- c. Drive wheels shall have wide track turf tires and rib tires on the steering.
- d. Steering may be single or dual wheel.
- e. Steering control shall be by automotive type wheel only.

BRAKES

- a. Service brakes shall be automotive drum type hydraulic mounted on front drive wheels.
- b. Parking brake shall provide positive mechanical lock. (Hydraulic locking is not acceptable.)

ELECTRICAL

- a. Alternator shall have a minimum output of 35 amps at 12 volts.
- b. Battery shall be a 12 volt "maintenance free" type of no less than 490 cold cranking amps at 0°F.
- c. Unit shall be 12 volt electric start with neutral safety.
- d. Instrument console shall include an engine hour meter, ammeter and an oil pressure warning light. A water temperature gauge is required.)
- e. Electrical circuits shall be protected by either circuit breakers or fuses.

MOWER

- a. Shall be a three (3) blade front mounted unit capable of cutting at least a 60" path with a rear discharge.
- b. Mower shall have a minimum ten (10) gauge steel reinforced deck.
- c. Front castors shall be semi-pneumatic with greaseable bearings.
- d. Blade spindles shall be a minimum of one (1) inch shafting with greaseable bearings.
- e. Mower deck shall have a one (1) to four (4) inch cutting height adjustable in half (1/2) inch increments.
- f. Mower deck shall have a hydraulic power lift system.
- g. Mower drive system shall be hydraulic; mechanical mower drive system is unacceptable.

MISC.

- a. Unit shall be equipped with a deluxe high back adjustable padded seat.
- b. Mower must have certificate to meet A.N.S.I. specifications and Federal and State O.S.H.A. regulations.

## EXTENSION IS:

**Research Backed:** Extension audiences learn new skills and acquire problem-solving knowledge based on sound University research.

**Community Based:** Extension clients learn from OSU faculty (called agents) who work in each Oregon county. County programs are supported by other faculty (specialists) on campus.

**Informally Delivered:** Extension clients learn through meetings, workshops, short courses, tours, and demonstrations. Others benefit from Extension information offered through nearly 1,200 publications and a variety of newsletters, correspondence courses, video tapes, slide sets, and news media activities.

**Widely Used:** Extension reaches out to Oregonians at the rate of over one million face-to-face contacts each year.

**Volunteer Oriented:** Some 22,000 Extension clients volunteer each year to extend programs in the areas of home economics, gardening, energy conservation, 4-H/youth, and woodland management.

**Broadly Supported:** Citizen support for Extension comes from three funding sources: approximately 50 percent from State government, 25 percent from the Federal government, and 15 percent from the counties. Another 10 percent comes from gifts, grants, and fee programs.

## PROGRAMS IN:

### Agriculture

The agriculture program provides research-based education on production, financial management, and marketing of crops and livestock valued at \$1.7 billion annually from 34,000 Oregon farms.

### Home Economics

Extension home economists, assisted by 1,200 trained volunteer educators, teach individuals and families to manage their resources to meet needs for food, clothing, finance, shelter, parenting, and human relationships.

### 4-H/Youth

The 4-H/youth program works with 45,000 young Oregonians, their families, and 8,000 adult volunteers. Together, they develop practical skills and knowledge through educational programs in animal science, plant science, home economics, mechanical science, natural science, and expressive arts.

### Forestry

Forestry staff provide educational programs to professional foresters and Oregon's 25,000 small woodland owners in support of the state's \$2.8 billion per year industry.

### Extension/Sea Grant

The Extension/Sea Grant program teaches people how to conserve and use our coastal resources wisely. Staff annually reach out to some 10,000 people involved in commercial fishing, seafood processing, coastal recreation, marine education, and business.

### Energy

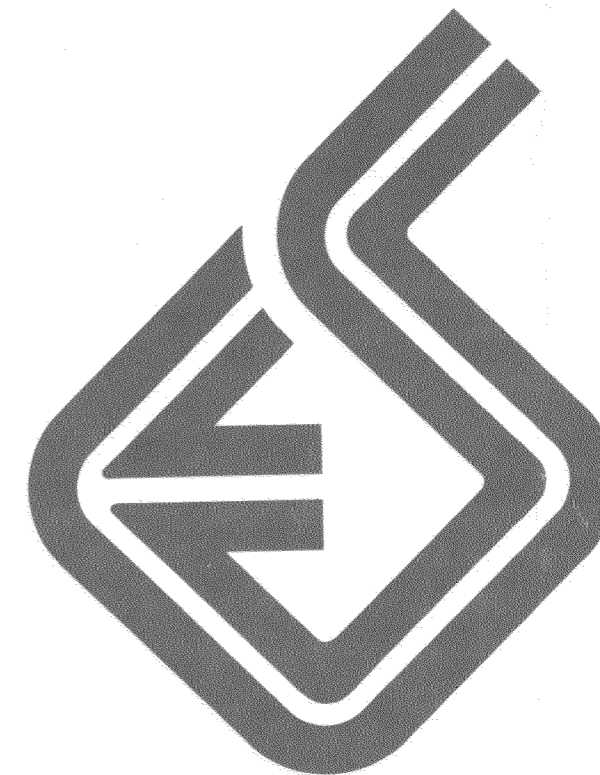
The energy program is helping Oregonians build a sustainable energy future by educating and assisting people in homes and businesses to conserve and efficiently use our energy resources. Programs involve 15,000 annually.

### Community Development

Programs in community development focus education on issues of economic viability of rural communities, land management and preservation (both agricultural and forestry), community leadership, and use of our natural resources to sustain a livable Oregon.



OREGON STATE UNIVERSITY EXTENSION SERVICE



**OREGON STATE UNIVERSITY  
EXTENSION SERVICE**

EDUCATION THAT WORKS FOR YOU.

PARENTING EDUCATION  
INTEREST FINDER

- ☐ My organization is interested in participating in the Master Parenting Program.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Contact Person                      Phone

- ☐ I am a child day-care provider and interested in having a volunteer visit me in my home.

- ☐ I would like to attend or help organize a parenting education group.

\* \* \* \* \*

Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

-----  
Return this form to:

Wanda Phipps, Coordinator  
Master Parenting Volunteer Program  
211 S.E. 80th Avenue  
Portland, Oregon 97215  
254-1500  
-----

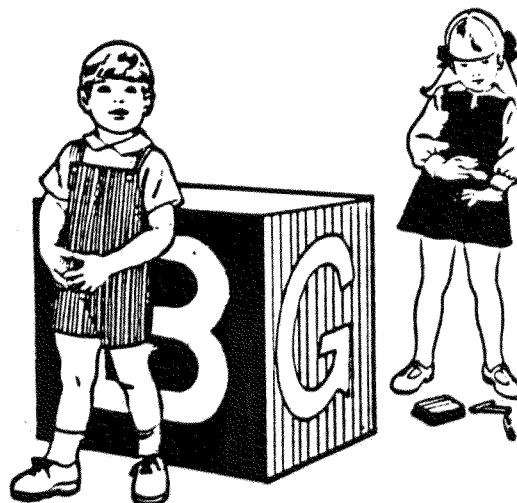
date printed:    January 1988

PARENTING IS A SKILL

All skills improve with education, practice, support from peers and success. Skills developed in Parenting Education are:

- - - Improved communication between parents and children
- - - Recognition and acceptance of individual temperaments and the natural ages and stages of development.
- - - How to deal effectively with changing parental roles, guilt, emotions, stress and burnout.

Most parents are doing their best to raise good children. Knowledge and skills make a difference in how parents and children interact to obtain family goals of unity and productivity..



WHAT IS EXTENSION MASTER PARENTING?

Master Parenting volunteers are people interested in exploring their parenting skills and knowledge about child development with parents of young children.

Master Parenting volunteers receive 25 hours of training from Extension specialists and agents from Oregon State University and other qualified community resource people.

Master Parenting volunteers will facilitate discussions with parents in newly organized or existing groups.

WHO CAN BENEFIT FROM THE PROGRAM?

Parents of preschoolers ages 2½ - 5.

Home Child Care Providers who will receive the parenting program from volunteers in their own homes or evening groups.

Cooperative and private preschools, HEADSTART, churches and other organizations who want parenting education as part of their regular programs.

Master Parenting Program is available in Multnomah, Clackamas and Washington counties.

WHAT TEACHING RESOURCES WILL BE USED  
BY THE VOLUNTEERS?



FOOTSTEPS, a video tape series produced by the Institute for Child Study of the University of Maryland, is a delightful portrayal of joys and problems all parents experience.

FOOTSTEPS stories center on what a child is feeling and how parents can cope with their own natural confusion and self-doubt about what to do next.

Coordinated study guides and discussion fact sheets to help make parents' and kids' lives more fun are available from the OREGON STATE UNIVERSITY EXTENSION SERVICE.

The FOOTSTEPS video tapes and study materials will be provided to volunteers free of charge through their local extension office. Parents may borrow additional tapes overnight for a small maintenance fee.



## Oregon State University Extension Service Offices

IN THE METRO AREA

### CLACKAMAS COUNTY

200 Warner-Milne Road  
Oregon City, OR 97045  
Home Economist:  
Marilyn Lunner  
☎ 655-8634

### MULTNOMAH COUNTY

211 S.E. 80th  
Portland, OR 97215  
Home Economists:  
Caroline Cannon  
Wanda Phipps  
Cal Robertson Williams  
☎ 254-1500

### WASHINGTON COUNTY

Courthouse  
Hillsboro, OR 97124  
Home Economist:  
Marjorie Brock  
☎ 681-7061



OREGON STATE UNIVERSITY  
EXTENSION  
SERVICE

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EXTENSION'S PROGRAMS AND SERVICES ARE  
AVAILABLE EQUALLY TO ALL PEOPLE.

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Agriculture • Home Economics • 4-H Youth • Forestry •  
Community Development • Energy • Extension/Sea Grant  
programs.

OREGON STATE UNIVERSITY  
UNITED STATES DEPARTMENT OF AGRICULTURE  
and OREGON COUNTIES  
cooperating.

## EXTENSION



## VOLUNTEER PROGRAM



OREGON STATE UNIVERSITY  
EXTENSION  
SERVICE

# Discipline: The Long and Short of It

*I am, indeed a king,  
because I know how  
to rule myself.*

—Pietro Aretino

Discipline is needed.

There is no doubt about that. Society could not exist if people acted without regard for others. Why, then, is there so much disagreement about this subject?

One reason is that many people misunderstand what discipline means. The word "discipline" comes from "disciple", someone who follows the teachings of another. Discipline, therefore, means a learning experience. Not punishment. Not tears. But a chance to learn how to live in a social world.

## The Long of It: Putting the Child in Charge

So, what are you teaching when you discipline?  
Self-discipline.

In the long run, discipline should help children take over the responsibility for their own behavior. Children have to learn to rely on themselves rather than on you or other adults to tell them what to do.

## The Short of It: The Parent Steps In

Of course, when your child is about to hit a friend on the head with a baseball bat, you cannot wait for the long-term effects of discipline to take place. While children are still learning self-control, they need to be protected from hurting themselves and

other people. They have to be shown how to behave in appropriate ways.

The short-term goal of discipline, then, is to control children's behaviors on a daily basis.

## The Cause of It

In working toward these long- and short-term goals, it helps to look for the causes behind your children's behavior. There are usually good reasons why children act the way they do. In fact, when children misbehave, they are often trying to accomplish things you want for them: to be independent, express feelings or learn new skills, for example. But they do not always know the best ways to do these things.

The next time your child misbehaves, ask yourself these questions:

- *Am I expecting my child to do more than he or she is capable of?*
- *Are my child's possessions or feelings of self-worth being threatened?*
- *Is my child trying to learn something or practicing a new skill?*

You do not have to like all your child's behaviors. But by understanding the cause of each misbehavior, you can find a technique that is more likely to be effective in changing the behavior.

## The Whole of It

There is no one right way to discipline. Rather, there are a variety of techniques that can stop misbehaviors and, at the same time, encourage self-discipline. Some of the choices available to you are:

- Let your child make some decisions and choices.
- Give reasons for your rules.
- Take the child away from trouble.
- Redirect the child.
- Let the child learn from the results of misbehavior.
- Punish the child by spanking or taking away privileges.

Remember, though, if used too often, punishment can lose its effectiveness and may even have negative side effects. It can arouse anger or cause the child to forget why he or she was punished in the first place.

Remember, too, that discipline takes time. Do not be surprised if children sometimes repeat misbehaviors. Just keep trying, keeping in mind your long- and short-term goals and the different techniques available to you.

## Applied Discipline

What discipline technique you choose will depend upon you, your child, and the particular situation. In general, younger children need more direct control. As they get older, you can make more use of reasons, choices and natural outcomes. Here are some examples of how different techniques can be used in different situations.

### Let the Child Make Some Decisions and Choices

The best way to teach responsibility is to give the child as much as possible.

June helps plan her third birthday party with her mother. Mrs. Hamning asks June to decide whether they should serve lemonade or fruit juice.

Jon, a 5-year-old, is taking a bath and splashing water all over. His father asks: "Do you want to close the shower curtain now or wipe up the water when you finish?"

### Give Reasons For Your Rules

Let the child know why something must be or cannot be done. Understanding the reasons for rules makes it easier to remember them.

On the way to the park, 3-year-old Larry runs toward the street. His father yells at him and pulls him back, then explains what might have happened if Larry had run into the street and why he must look both ways first.

As she is paying for her purchases at the drug store, Mrs. Sanchez sees an elderly lady trying to open the door. She tells 5-year-old Maria to go open the door. Maria is looking at toys and does not want to go. Mrs. Sanchez explains that people have to help each other out, and that the woman is not strong enough to open the door.

## **Take the Child Away From Trouble**

If a child is too young to understand, or there is no way to change the cause, it may be easiest just to change the situation.

Nine-month-old Sacha crawls after lamp cords, ash trays and other dangerous items. Her parents remove such items from her reach.

Two-year-old Tommy starts crying when his older sisters will not let him join their tea party. His father takes him into the other room and plays a game with him.

## **Redirect the Child**

Look for what a child is trying to do. Often you can find a way to let the child do it in a better place or a safer way.

Eighteen-month-old Jesse loves to knock over his cup of milk or juice and watch how it spills. His father puts him in the bathtub and gives him containers to pour water in and out.

When Mr. Smith takes 1-year-old Jennifer with him to the grocery store, she reaches for everything on the shelves. Now Mr. Smith always gives her one or two of the colorful boxes from his cart to look at and handle.

## **Let the Child Learn From the Results of Misbehavior**

When a child is old enough to understand, and the results will not be dangerous, experience can sometimes be the best teacher.

Mrs. Barry warns 3-year-old Paula that if she keeps banging her toy truck like that it will break. Paula keeps banging the truck. It breaks.

Every time they go somewhere, Mr. Washington has to hurry Roscoe along and help him finish dressing. One day as they are getting ready to go swimming he does not nag Roscoe. They miss the bus and have to wait half an hour in the hot sun.

## **Punish the Child**

Light spanking or other forms of punishment may be appropriate in some situations.

Six-month-old Laura crawls up to a pair of hot tongs near the outdoor grill and starts to touch them. Mrs. Walters slaps her hand and says, "No, No! Hot, Hot!"

Mr. Holbrook has told Peter several times not to ride his bicycle in the street. Peter rides out into the street again. Mr. Holbrook tells Peter that he may not ride his bicycle again for a week.

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Individuals and groups interested in participating in a Footsteps series should call the Extension Service.

Distributed by:  
Multnomah County Extension Office  
211 SE 80th  
Portland, OR 97215

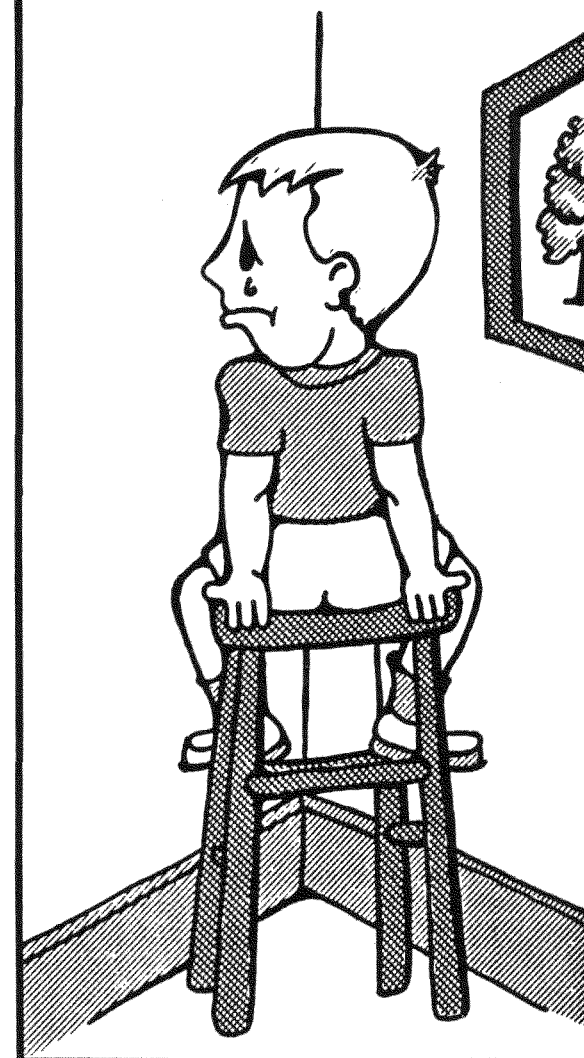
Phone: 254-1500  
(Master Parenting)

Prepared by:  
Billie H. Frazier  
Human Development Specialist  
Home Economics  
University of Maryland  
Cooperative Extension Service



OREGON STATE UNIVERSITY  
EXTENSION SERVICE

## **Discipline: The Long and Short of It**



#2  
12/30/88

DATE SUBMITTED December 13, 1988

(For Clerk's Use)

Meeting Date \_\_\_\_\_

Agenda No. \_\_\_\_\_

REQUEST FOR PLACEMENT ON THE AGENDA

Extension Services Overivew

Subject: \_\_\_\_\_

Informal Only\* December 20  
(Date)

Formal Only \_\_\_\_\_  
(Date)

County Chair

DEPARTMENT \_\_\_\_\_ DIVISION \_\_\_\_\_

CONTACT Paul Sunderland TELEPHONE 254-1500

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD \_\_\_\_\_

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

Report on Master Parenting program through Extension Services

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☐ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY  
☐ General Fund  
☐ Other \_\_\_\_\_

BOARD OF  
COUNTY COMMISSIONERS  
1988 DEC 13 PM 4:32  
MULTNOMAH COUNTY  
OREGON

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Gladys McCoy

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.

MASTER PARENTING VOLUNTEER PROGRAM REPORT  
to County Commissioners

Multnomah County Extension Service  
December 20, 1988

January 1986 - Grassroots Extension Home Economics Program Planning Committee requested more work with young families, especially in child development.

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October 1986 - Recruitment of parenting education volunteers begins.

Jan./Feb. 1987 - Training of 47 volunteers begins in three groups, a.m., p.m., and Saturdays.

March 1987 - Volunteer activity begins. Agencies contacted and requesting volunteers to do group programs were as follows:

Head Start Parent Programs	Restitution Center for Work Release
Parents Without Partners	Church groups
Parents Anonymous	CSD support groups
Parenting Skills Center	Teen Parent programs
Indian Child Welfare	Boys and Girls Aid Society
Salvation Army	Red Cross Child Care classes
Women's West Hotel	Campfire Girls
Homeless Halfway Houses	Volunteers of America
Waverly Home Volunteers	Parent Child Services

December 1987- Results of first year activity:

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Seven Extension agents from other Oregon counties participated in our volunteer training and have since begun the Footsteps volunteer programs in their areas.

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- February 1988- Worked jointly with the American Red Cross and Provider Resource Organization to provide Saturday workshop for Home Child Care Providers. Seventy-five child care providers attended the all day session which covered child development, health and safety, nutrition, and play activities.
- July/Aug. 1988- A series of six evening sessions for new home child care providers was scheduled. A representative from Adult and Family Services was added to our sponsoring agencies. Average attendance at the series was 12 to 34.
- Sept./Oct.1988- A second series of six training sessions was scheduled and was equally successful. Average attendance - 10 to 28.
- November 1988 - An advanced child care provider workshop was scheduled on Saturday for women wanting to improve their professionalism. Forty-seven attended.

#### FUTURE IMPLICATIONS

The Extension Service has sent an improvement package to the Legislature to hire a full-time Child Development Specialist and three regional Extension agents to support family life education.

The Extension Service in Oregon now sees its role in assisting with the training of Home Child Care Providers.

A Home Economist will be hired in Multnomah County in early 1988 to replace Wanda Phipps who is retiring. The job description has been altered to require educational background and experience in the field of Child Development.

The quality and commitment of the 80 volunteers who have participated in the Master Parenting Program were most unusual. Many were highly educated and experienced in the field of education. The Extension Services utilization of the Master Volunteer model is sound and well documented now, in the area of parent education and child development.

Typical comments from participants following programs were:

##### Program on Child Abuse.....

- "The most important thing I learned was that children can be the target of abuse by people who feel inferior as adults."
- "I learned that your boyfriend can be a major factor in child abuse."
- "I won't let a man in my life again that doesn't like my kids."

##### Program on Discipline.....

- "I want to stop yelling so much and saying, "Because I said so!"
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