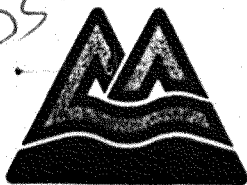


BIDS



MULTNOMAH COUNTY OREGON

1 6/14/88

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 Walker, Director, Purchasing Section
DATE: June 8, 1988
SUBJECT: FORMAL BIDS AND REQUESTS FOR PROPOSALS SCHEDULED FOR INFORMAL BOARD

The following Formal Bids and/or Professional Services Request for Proposals (RFPs) are being presented for Board review at the Informal Board on Tuesday, 6-14-88.

BOARD OF
COUNTY COMMISSIONERS
1988 JUN -9 AM 11:27
MULTNOMAH COUNTY
OREGON

Bid/RFP No. Description/Buyer Initiating Department

RFP# 8S0372 RFP# 8S0382 RFP# 8S0392	Women's Residential Services Outpatient Drug Treatment Services Urine Monitoring Services	DJS " "
	Buyer: Franna Ritz Ex. 5111	Contact: Cary Harkaway Phone: 3980
B61-700-2129	Blue Lake Park Swim Beach	DES/Parks
	Buyer: Franna Ritz Ex. 5111	Contact: Nancy Chase Phone: 5151
	Buyer: Ex. 5111	Contact: Phone:

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

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

Page 1 of ____

TO: DAILY JOURNAL OF COMMERCE

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

MULTNOMAH COUNTY

Proposals Due: July 5, 1988 at 2:00 P.M.

Proposal No. RFP# 8S0392

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

Urine Monitoring Services. ****There will be a pre-bid conference

June 24, 1988, 11:00 AM, at the Portland, Building, 1120 SW 5th,

Room 1500, Portland, OR.

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: June 16, 17 & 20, 1988

TO: DAILY JOURNAL OF COMMERCE

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

MULTNOMAH COUNTY

Proposals Due: June 27, 1988 at 2:00 P.M.

Proposal No. RFP# 8S0372

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

Providing Women's Residential Services to women referred by

State and local correctional agencies and the Courts. Proposers

must be licensed residential care agencies

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: June 16, 1988

TO: DAILY JOURNAL OF COMMERCE

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

MULTNOMAH COUNTY

Proposals Due: July 5, 1988 at 2:00 P.M.

Proposal No. RFP# 8S0382

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

Outpatient Drug Treatment Services.

***There will be a pre-bid conference June 24, 1988, at 9:00 AM, at
the Portland Building, 1120 SW 5th, Room 1500, Portland, OR 97204.

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: JUNE 16, 17 & 20, 1988

Please run the following Classified Advertisement as indicated below, under your CALL FOR BIDS section.

MULTNOMAH COUNTY

BLUE LAKE PARK SWIM BEACH

Bids Due July 7, 1988 at 2:00 P.M.
Bid No. B61-700-2129

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

Excavation and grading, sand fills, placement filter fabrics and geomembrances, construction of walls, pavings and a restroom building and the installation of landscaped or landscape irrigation system.

Plans and Specifications are filed with the Purchasing Director and copies may be obtained from the above address for a \$5.00 non-refundable fee. CHECKS AND MONEY ORDERS ONLY. Plans and Specifications will not be mailed within the Tri-County area.

PREBID CONFERENCE: MANDATORY - June 23, 1988, 10:00 am, Blue Lake Park, Project Site, 20500 N.E. Marine Drive, Troutdale, Oregon.

PREQUALIFICATION OF BIDDERS: Pursuant to the Multnomah County Public Contract Review Board Administrative Rules (AR 40.030) Prequalification shall be mandatory for this project for the following class(es) of work: Earthwork and Drainage - Highways, Roads, Streets, and Airport Runways and/or Landscaping - Highways, Streets, Roads, Parks, and Rest Areas (Roadside seeding, lawns, shrubs, trees, irrigation systems) and/or Buildings - Highways, Rest Areas, Parks (Toilets, bathhouses, sand sheds). Prequalification applications or statements must be prepared during the period of one year prior to the bid date. Prequalification application or proof of prequalification by the Oregon Department of Transportation must be actually received or postmarked to Multnomah County by not later than 10 days prior to bid opening.

All bidders must comply with the requirements of the prevailing wage law in ORS 279.350.

Details of compliance are available from the Purchasing Section, Division of Administrative Services, 2505 S.E. 11th Avenue, Portland, OR 97202, (503) 248-5111.

Contractors and subcontractors must be licensed for asbestos abatement work if the project involves working with asbestos.

MINORITY AND WOMEN BUSINESS UTILIZATION: All bidders are hereby specifically advised that these conditions require a minimum of 10 % of the total bid amount for Minority Business Enterprise participation in one or more of the following subcontract areas: bidder's option, and 2 % of the total bid amount for Female Business Enterprise participation in one or more of the following subcontract areas: bidder's option.

NONDISCRIMINATION: Bidders on this work will be required to comply with the provisions of Federal Executive Order 11246. The requirements for Bidders and Contractors are explained in the Specifications.

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 (10%) of the aggregate proposal. The successful bidder shall furnish a bond satisfactory to the Board in the full amount of the contract.

Multnomah County reserves the right to reject any or all bids.

LILLIE WALKER, DIRECTOR
PURCHASING SECTION

DATE SUBMITTED

(For Clerk's Use)

Meeting Date

Agenda No.

6/14/88

#3

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Briefing on Reorganization of Records Center

Informal Only* June 14, 1988

(Date)

Formal Only June 16, 1988

(Date)

DEPARTMENT General Services

DIVISION Administrative Services

CONTACT Kathy Busse

TELEPHONE 248-3300

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Linda Alexander/Kathy Busse

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

Briefing on reorganization of records program for FY88-89. Request to eliminate program coordinator position; create Admin. Spec 2 and Warehouse Worker positions as part of reorganization within existing budget.

(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 15 minutes

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ General Fund

Other

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER:

BUDGET / PERSONNEL

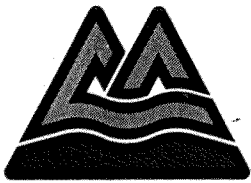
COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts)

OTHER

(Purchasing, Facilities Management, etc.)

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

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1988 JUN -7 PM 2:41



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: Linda Alexander, Director
Department of General Services

FROM: Kathy Busse, Director *Kathy*
Administrative Services Division

DATE: June 1, 1988

RE: REORGANIZATION OF RECORDS CENTER

RECEIVED
JUN 01 1988
DEPARTMENT OF GENERAL SERVICES
DIRECTORS OFFICE
MULTNOMAH COUNTY, OREGON

I have reviewed the operation and budget for the Records Center to come up with a plan for active management of the program within the existing budget.

Three specific objectives must be addressed: 1) bring the organization and scheduling of long term and permanent records into compliance with state requirements; 2) make efficiency improvements in operations by automating the system and aggressively managing microfilming and blueprinting contracts; and 3) reduce system errors and worker absenteeism by creating appropriate job classifications and by careful management of records material.

I recommend we reorganize the Records Program by eliminating the existing records coordinator position and creating two new positions; a records manager and a warehouse worker.

The new Records Manager position is comparable in salary and responsibility to Lane County, and Washington County positions, and is somewhat lower than the City of Portland position.

A Records Manager will give us the capability of establishing a long range plan for records management, beginning with automating the records files, negotiating paper and silver recycling contracts, projecting space usage, etc. The position will bring expertise in specialized areas of archival practices and records management that are essential for maintaining professional standards, but not available within the existing program.

A full time warehouse worker position would be created to eliminate the need for temporary hires in both the Records Center and the County's Central Stores Warehouse located near the Records Center. The benefit of a permanent warehouse worker position is that we can eliminate extraordinary measures necessary to maintain internal controls with temporary or casual labor. I am recommending a

Memorandum / Linda Alexander
June 1, 1988
Page 2

full time position after reviewing the need for warehousing activity in both locations, which came to a combined total of approximately .60 FTE for FY 87-88. There were 2 FTE warehouse worker-type cuts in these programs in FY 85-86 which were too severe and have resulted in significant efficiency losses to the operations. The "Stores" warehouse is currently understaffed and at risk of having to close for unscheduled absences and some scheduled hours when staff is out on weekly deliveries.

This reorganization would solve both chronic warehouse worker shortages, reduce risk of worker injury, and assure minimal coverage of both organizations during normal business hours.

Proposal to transfer funds within Administrative Services Division

We have an opportunity, with judicious management of new contracts for micro-filming and blueprinting services, to save about \$40,000 in FY 88-89. Unit costs for private contracts overall are one-third of that previously charged by the City of Portland per our intergovernmental agreement. (The savings is contingent upon a Record Manager's ability to monitor and appropriately manage the contracts with private vendors.) Improved quality control and unit cost savings on both contracts will outweigh a slight reduction in the expected volume of microfilming activity that would result from this change.

The changes I am proposing are developed to work as a package; i.e., the projected savings from our intergovernmental agreement depends upon our ability to hire a trained experienced Archivist as a Records Manager, and the Records Manager must have warehouse worker support.

Recommendation for technical amendment:

5100	Budgeted Personal Services	\$ 32,217
1.	Create Records Manager Position	43,318
2.	Create Warehouse Worker Position	24,189
3.	Eliminate Records Coordinator Position	(32,217)
5100	Total Personal Services	\$ 67,507
6120	Budgeted Printing Service	112,861
	Proposed Transfer to Personal Services	(35,290)
6120	Adjusted Printing Services	<u>77,571</u>

Net Effect on General Fund Contingency = 0

KB:CLS

DATE SUBMITTED _____

(For Clerk's Use)

Meeting Date _____

Agenda No. _____

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Employee Services Division Classification

Informal Only* 6/14/88
(Date)

Formal Only _____
(Date)

DEPARTMENT General Services DIVISION Employee Services

CONTACT Lloyd C. Williams TELEPHONE 248-5015

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Linda Alexander and Lloyd Williams

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

To brief Board of County Commissioners and request preliminary approval for changes in classifications for the Employee Services Division.

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

ACTION REQUESTED:

[] INFORMATION ONLY [X] PRELIMINARY APPROVAL [] POLICY DIRECTION [] RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA _____

IMPACT:

PERSONNEL

[] FISCAL/BUDGETARY

[] General Fund

Other _____

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Linda D. Alexander

BUDGET / PERSONNEL Malinda Feely / S. Ayers

COUNTY COUNSEL (Ordinances, Resolution, Agreements, Contracts) _____

OTHER _____

(Purchasing, Facilities Management, etc.)

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

2098F/kd

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1988 JUN - 7 PM 2:40

EMPLOYEE SERVICES DIVISION
PROPOSED CLASSIFICATION CHANGES

Attached is an organization chart showing the positions that are in the 1988-89 Approved Budget, structured in the way described to you in our May 31, 1988, briefing. (See Attachment 1.) Since the Board gave preliminary approval on May 31 to this restructuring, we have re-evaluated the classifications of the employees involved.

This reorganization, and the accompanying expansion in scope of work strongly suggests that some changes in classification occur as the budget moves toward final approval. Each change is predicated on an analysis of the position's duties, authority and responsibility in the newly restructured Division. The proposed changes are as follows.

Personnel - Administrative Specialist 2 to Program Management Specialist: denotes increased responsibility in the development and direction of an employee performance evaluation system and an expanded role in consultation to departments in all areas of personnel administration. This position will play a major role in coordinating the classification/compensation study and its implementation. This position also carries supervisory responsibility for a staff of four professional and technical employees.

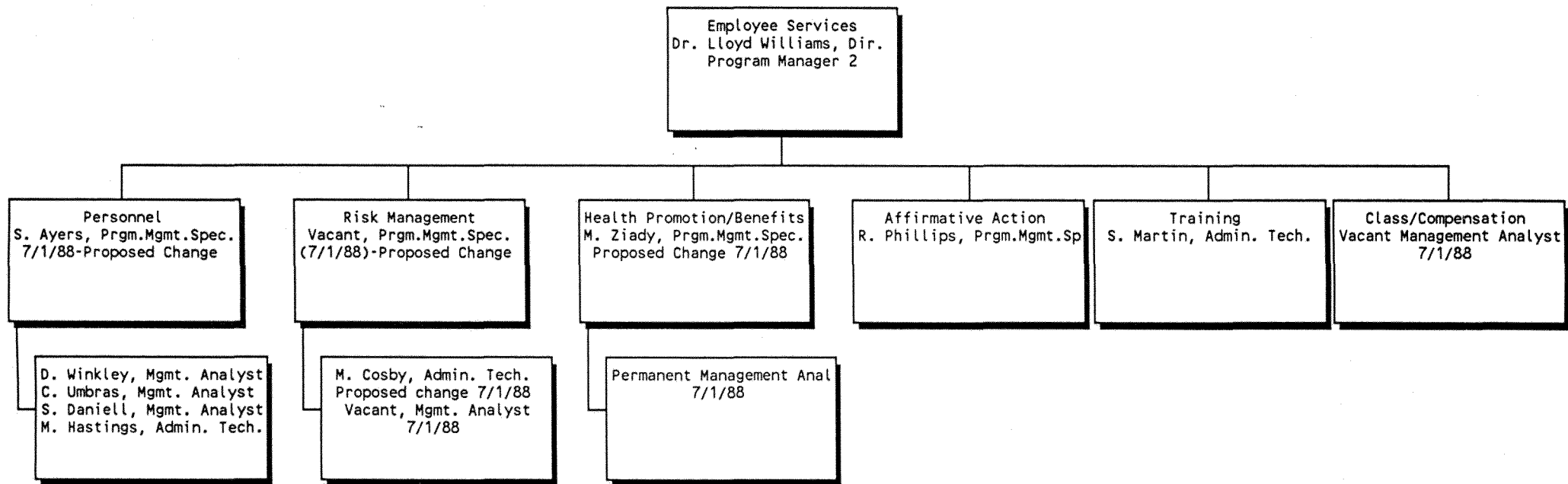
Health Promotion/Benefits - Administrative Specialist 2 to Program Management Specialist: based on increased scope of responsibility in the development, strategic planning, and involvement in negotiations of benefits and health promotion as a risk reduction and cost containment process. This position also carries supervisory responsibility for one professional employee.

Risk Management - Vacant Program Manager 1 to Program Management Specialist: The salary range is the same but the duties and responsibility match the proposed classification better. This position also supervises two professional and technical employees.

Financial Technician to Administrative Technician: Again the salary range is the same but the duties and responsibility match the proposed classification better.

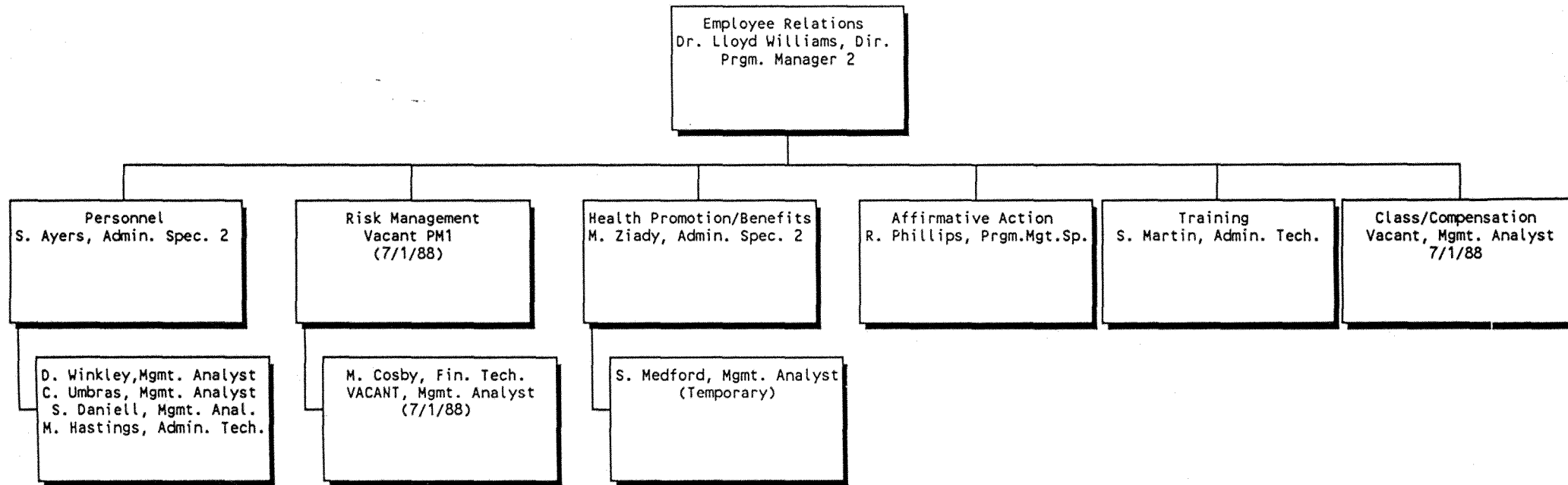
All other positions within the Division would remain as currently budgeted. These changes would place the heads of the four major functional areas within the Division at the same classification and pay level, recognizing their equivalency in scope and responsibility. Attachment 2 is an organization chart showing the Division structure as proposed.

Attachment 1
PROPOSED FY 88-89



Attachment 2

CURRENT (APPROVED BUDGET 1988-89)



DATE SUBMITTED

Informal

(For Clerk's Use)

Meeting Date

Agenda No.

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Reclassification/Restructuring MBE
Coordinator Position

Informal Only* June 14, 1988
(Date)

Formal Only _____
(Date)

DEPARTMENT General Services

DIVISION Administrative Services

CONTACT Lillie Walker

TELEPHONE 248-5111

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Kathy Busse/Lillie Walker

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

Reclassification request for M/WBE Coordinator position from Admin. Spec. 1 to Admin. Spec. 2 and restructuring/expansion of responsibilities. Reclassification will be submitted as technical amendment for FY 88-89 Budget.

(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 10 Minutes

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ General Fund

Other _____

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: [Signature]

BUDGET / PERSONNEL [Signature]

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) _____

OTHER _____

(Purchasing, Facilities Management, etc.)

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

BOARD OF
COUNTY COMMISSIONERS
MULNOMAH COUNTY
OREGON
1988 JUN -7 PM 2:40

REQUEST TO CREATE/RECLASSIFY A POSITION

1. List the proposed duties of the position (please do not copy from the class specification):
- a. Monitors work performance standards, quality control and program evaluation processes; directs the collection of appropriate productivity data. Analyzes data and prepares written reports of such data.
 - b. Develops and/or participates in the development and writing of purchasing policy and procedures.
 - c. Administers the Minority/Women Business Enterprise and the Qualified Rehabilitation Facility Programs.
 - d. Makes public presentations on behalf of the Purchasing Section as necessary.
 - e. Provides office supervision in the Director's absence.

2. State the proposed classification title:

Program/Staff Assistant

3. Is this a new position? ☒ YES ☒ NO

4. If this is an existing position, state the name of the incumbent:

Position currently vacant

5. Proposed effective date of change: 5-23-88

Hiring Manager: Lillie Walker

Date: 4-20-88

Dept/Div: General Services/Purchasing Section

EMPLOYEE RELATIONS DIVISION USE ONLY

Action: ☐ Approved as submitted

☒ Approved for classification title

ADMINISTRATIVE SPECIALIST 2

☐ Denied (for Reclassification Requests only)

Analyst Name

Donald H. Winkley

Date

5/4/88

CS:042788

DATE SUBMITTED

(For Clerk's Use)

Meeting Date

Agenda No.

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Reclassification/Restructuring MBE
Coordinator Position

Informal Only* June 14, 1988
(Date)

Formal Only _____
(Date)

DEPARTMENT General Services

DIVISION Administrative Services

CONTACT Lillie Walker

TELEPHONE 248-5111

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Kathy Busse/Lillie Walker

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

Reclassification request for M/WBE Coordinator position from Admin. Spec. 1 to Admin. Spec. 2 and restructuring/expansion of responsibilities. Reclassification will be submitted as technical amendment for FY 88-89 Budget.

(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 10 Minutes

IMPACT:

PERSONNEL

☐ FISCAL/BUDGETARY

☐ General Fund

Other _____

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: *[Signature]*

BUDGET / PERSONNEL *[Signature]*

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) *[Signature]*

OTHER

(Purchasing, Facilities Management, etc.)

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

REQUEST TO CREATE/RECLASSIFY A POSITION

1. List the proposed duties of the position (please do not copy from the class specification):
 - a. Monitors work performance standards, quality control and program evaluation processes; directs the collection of appropriate productivity data. Analyzes data and prepares written reports of such data.
 - b. Develops and/or participates in the development and writing of purchasing policy and procedures.
 - c. Administers the Minority/Women Business Enterprise and the Qualified Rehabilitation Facility Programs.
 - d. Makes public presentations on behalf of the Purchasing Section as necessary.
 - e. Provides office supervision in the Director's absence.

2. State the proposed classification title:

Program/Staff Assistant

3. Is this a new position? ☒ YES ☐ NO

4. If this is an existing position, state the name of the incumbent:

Position currently vacant

5. Proposed effective date of change: 5-23-88

Hiring Manager: Lillie Walker

Date: 4-20-88 Dept/Div: General Services/Purchasing Section

EMPLOYEE RELATIONS DIVISION USE ONLY

Action: ☐ / Approved as submitted

☒ / Approved for classification title

ADMINISTRATIVE SPECIALIST 2

☐ / Denied (for Reclassification Requests only)

Analyst Name

Donald H. Winkley

Date 5/9/88

CS:042788