

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 186

Approving a 60-day extension of the current temporary personnel contracts; rejecting all proposals received in response to Request For Proposals No. 92-03; and approving modified proposal documents and authorizing issuance of RFP for temporary labor services.

THE METROPOLITAN EXPOSITION-RECREATION COMMISSION finds:

1. That the current temporary personnel contracts are due to expire June 30, 1992.
2. That the Commission issued a Request for Proposals on May 14, 1992 for solicitation of these services.
3. That the Commission received ten responses to the RFP and all ten were outside the competitive ranges as determined by an evaluation committee.
4. That the Commission wishes to reject all proposals and re-issue an RFP establishing the minimum temporary employee pay rate.

BE IT THEREFORE RESOLVED:

1. That the Commission authorizes the General Manager to extend the current temporary personnel contracts for a period not to exceed 60 days.
2. That the Commission rejects all proposals received in response to RFP No. 92-03 as all were found to have been outside the competitive ranges.
3. That the Commission authorizes the Purchasing Coordinator to release and re-advertise modified RFP pursuant to Commission Purchasing Policy.

Passed by the Commission on June 10, 1992.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary/Treasurer

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Metro Senior Assistant Counsel

# REQUEST FOR PROPOSALS

FOR

## TEMPORARY PERSONNEL SERVICES

Request for Proposal No. 92-05

**PROPOSALS DUE: 3:00pm June 26, 1992**

The Metropolitan Exposition-Recreation Commission (MERC) is soliciting sealed written proposals for the purpose of providing temporary personnel services described in these specifications.

Proposals will be received until the hour of 3:00pm, Pacific Daylight Savings Time, June 29, 1992, at the Oregon Convention Center Holladay Offices, 777 NE Martin Luther King Blvd., Portland, Oregon 97232 (or mailed to P. O. Box 2746, Portland, Oregon 97208), at which time and address the names of the proposers submitting proposals will be read publicly. Proposals received after the deadline will not be considered and will be returned unopened.

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Questions regarding this RFP should be referred to Freda Walker at (503) 731-7840.

### INSTRUCTIONS TO PROPOSERS

PROPOSALS, IN ORDER TO RECEIVE CONSIDERATION, MUST BE MADE IN ACCORDANCE WITH THE FOLLOWING INSTRUCTIONS, GENERAL TERMS AND CONDITIONS.

## SECTION 1 - OVERVIEW

### 1.1 Overview of the Metropolitan Exposition-Recreation Commission

The MERC manages the Civic Stadium, Memorial Coliseum, Oregon Convention Center and the Portland Center For The Performing Arts.

The MERC requires temporary administrative personnel services on an as-needed, on-call basis. Services required may include (but are not limited to): administrative secretary, payroll clerk, filing clerk, operating engineer, telephone technician, accounting clerk, receptionist.

The MERC anticipates entering into contracts with five qualified temporary personnel agencies. The contractors agree to supply temporary personnel services at predetermined prices, to meet the MERC's requirements during the term of the contracts. The MERC will utilize a rotation process to obtain services between the five agencies. A lottery will be used to determine the rotation order. In the event an agency is unable to meet any request for services by the MERC, that agency waives the assignment and the assignment will be offered to the next agency in the rotation order. The MERC's requirements cannot be determined at this time, and the MERC does not guarantee any minimum or maximum amount or duration of services.

The MERC requests proposals from qualified agencies to meet the MERC's requirements for temporary administrative and clerical personnel. Agencies must meet or exceed the conditions delineated in the Scope of Services Section of this RFP, and must quote hourly charges in major categories. Contracts will be awarded to the agencies which best meet the MERC's requirements based on criteria outlined in the RFP. Estimated percentages of usage are indicated on the proposal form. These estimates are for the purpose of calculating the estimated cost only. The MERC's actual requirements may be less than or greater than these estimates.

## SECTION 2 - GENERAL REQUIREMENTS

### 2.1 Request for Proposals (RFP)

The MERC requests proposals for temporary personnel services.

This RFP sets forth the minimum requirements that all proposals shall meet. Failure to submit proposals in accordance with this RFP shall render the proposal nonresponsive. All communications pertaining to the RFP should be directed to MERC, Purchasing Section, P.O. Box 2746, Portland, Oregon 97208; Attention: Freda Walker, Purchasing Coordinator.

### 2.2 Changes to RFP

The MERC has the right to modify, revise or cancel this RFP. Changes shall be made by written addendum and issued to all prospective proposers listed on the MERC's proposer list for this RFP.

### 2.3 Proposal Format and Content

Proposals should be clear and concise and address all topics in this RFP. The MERC shall not be liable for any expense incurred in the preparation of proposals. Proposals must conform to the following format:

#### Part 1 - Proposal Form - Cost

The Proposal Forms contained in § 6 of this RFP (Forms 6.1 - 6.3) must be completed and included in Part I of the proposal. On Form 6.1 proposers must quote maximum hourly rates for the personnel categories listed in § 4.5:

Proposer must quote total bill rates within the following competitive ranges:

Administrative Secretary	\$ 12 - 15 Per Hour
Payroll Clerk	\$ 10 - 12 Per Hour
Filing Clerk	\$ 8 - 10 Per Hour
Operating Engineer	\$ 20 - 30 Per Hour
Telephone Technician	\$ 35 - 55 Per Hour
Accounting Clerk	\$ 12.50 - 15 Per Hour
Receptionist	\$ 8.50 - 10.50 Per Hour

Any Proposal outside of the above ranges will be deemed non-responsive and will not be considered. Proposer must also state any additional cost to the MERC. The MERC will not pay any cost that is not clearly stated in the proposal. Prices quoted may not be increased during the term of the contract.

Proposers should indicate whether there is any firm policy regarding "hiring away" by the MERC of assigned temporary personnel and length of employment criteria if applicable.

### Part 2 - Responsibility

Proposer shall clearly identify its role and qualifications. Proposer shall provide an overview of its organization, its size and experience, major clients and references, areas of expertise, and other matters that proposer feels would assist the MERC in the evaluation process.

### Part 3 - Qualifications of Personnel

Proposer shall be capable of providing personnel with skills in all of the classifications listed in the Scope of Services, § 4. Proposer shall address its ability to provide qualified personnel. Proposer should describe the minimum qualifications of personnel who will be assigned to work at the MERC in the following capacities:

- Administrative Secretary
- Operating Engineer
- Filing Clerk
- Telephone Technician
- Payroll Clerk
- Accounting Clerk
- Receptionist

Proposer should outline the screening procedure that it will use to determine qualifications of personnel.

#### 2.4 Submission of Proposals

Six (6) copies of the proposal along with a cover letter must be received at the following location no later than 3:00pm, Pacific Daylight Savings Time, June 26, 1992:

MERC  
Freda Walker  
Holladay Offices  
777 NE Martin Luther King Blvd.  
Portland, Oregon 97232

or mailed to:

MERC  
Freda Walker  
P.O. Box 2746  
Portland, Oregon 97208

**PROPOSALS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.**

To ensure proper identification and handling, mark the proposal "RFP 92-05" on the lower left hand portion of the envelope.

#### 2.5 Cancellation/Rejection of Proposals

The MERC reserves the right to cancel this RFP at any time without liability prior to execution of the contract by the MERC and to reject any and all proposals in the best interest of the MERC.

#### 2.6 Billing Procedures

Billing procedures and content shall be subject to review by the MERC.

#### 2.7 Validity Period and Authority

Proposals shall be considered valid for a period of sixty (60) days and shall contain a statement to that effect. The proposal shall contain the name, title, address and telephone number of an individual or individuals with authority to bind the company contacted during the period in which the proposal will be evaluated.

## 2.8 Non-Discrimination

The proposer shall not discriminate against any employee or applicant for employment because of race, color, religion, gender or national origin. The proposer will take affirmative action to assure that applicants are hired and that employees are treated without regard to race, color, religion, gender or national origin. Such action shall include, but not be limited to, the following:

Employment upgrading; demotion or transfer; recruitment or recruitment advertising; lay offs or termination; compensation; selection for training.

## 2.9 DBE/WBE Compliance Requirements

The MERC is committed to provide maximum opportunities to State of Oregon certified Disadvantaged Business Enterprises (DBEs) and Women Owned Business Enterprises (WBEs) in contracting activities. In the procurement of any subconsultants and subcontracting required for the requested services, the proposer must either meet or exceed the specific goal for the DBE and WBE participation, or prove they have made good faith efforts to meet the goal prior to the time proposals are due. The MERC's goals for this contract are: subcontracting seven-percent (7%) of the contract amount to Disadvantaged Businesses and five-percent (5%) of the contract amount to Women Owned Businesses, as that term is defined in the MERC's Disadvantaged Business Program as contained in the MERC's purchasing policies.

A sub-consultant is any person or firm proposed to work for the MERC or for the contractor directly under this agreement. The MERC prohibits any sub-consultant selection to be finalized prior to contract award. For any task or portion of a task to be undertaken by a sub-consultant, the prime proposer shall not sign up a sub-consultant on an exclusive basis. The producer must assume responsibility for any sub-consultant work and be responsible for the day-to-day direction and internal management of the producer's efforts.

The MERC reserves the right, at all times during the period of this agreement, to monitor compliance with the terms of this paragraph and the MERC's Disadvantaged Business Program.

A proposer's failure to comply with all the requirements of the MERC's Disadvantaged and Women Owned Business Program will constitute a non-responsive proposal and will not be considered. Failure on the part of the successful proposer to carry out the applicable provisions of the program shall constitute a breach of contract, and, after notification by the MERC, may result in termination or such other remedy as the MERC deems appropriate.

In addition, Proposer shall, consistent with Oregon law and policies adopted by the MERC, pursue a policy of providing first opportunity for available jobs to economically disadvantaged residents living in economically distressed neighborhoods in the immediate vicinity of the Oregon Convention Center and Memorial Coliseum.

## 2.10 First Opportunity Target Area Designation

Proposer shall comply, to the maximum extent possible, with the goal of providing the target area the first opportunity for available jobs to economically disadvantaged residents living in economically distressed neighborhoods in the immediate vicinity of the Oregon Convention Center/Memorial Coliseum site. Proposer must also cooperate, to the maximum extent possible, with local job training and economic development agencies to identify, solicit, assist and, if necessary, train such persons to qualify for and receive employment with Proposer. Proposer must document and report to the MERC every six months on the implementation of these requirements.

### Target Area Boundary and Designation:

North Boundary:	Columbia Boulevard
East Boundary:	42nd Avenue
South Boundary:	Banfield Freeway, I-84
West Boundary:	Chatauqua Avenue to Willamette Boulevard to include Columbia Villa by designation [Portsmouth and Willis]; follow the Willamette River and Greeley Avenue by Fremont Bridge to Albina Community and Northwest Target Area boundaries, but continue south along Willamette River to I-5 and I-84. (A map of the target area is available upon request.)

### Target Area Definitions:

#### First Opportunity:

The proposer shall conduct and aggressive advertising and outreach program intended to inform economically disadvantaged residents in the target area of job opportunities. When an applicant pool is identified, economically disadvantaged residents of the target area will be considered first. If a qualified applicant is identified, that applicant will be appointed. If no qualified applicants are identified from the target area, individuals outside the target area will be considered for open positions.

#### Qualified Applicants:

Applicants who meet the proposer's minimum requirements for education, experience, and skills or who are able to meet these requirements within a reasonable time period (as negotiated with the proposer) with training provided either by the proposer or by a provider.

Economically Disadvantaged:

A resident of the target area who is unemployed and/or whose immediate income is less than the median income in the target area. This definition includes an annualization of income; current income if employed and previous twelve months if unemployed.

Proposals shall contain a statement confirming the proposer's commitment to afford first employment opportunity to residents of the target area.

## SECTION 3 - EVALUATION OF PROPOSALS

### 3.1 Evaluation Procedures

An evaluation committee shall determine which proposals are within the competitive range in accordance with the evaluation criteria set forth below at 3.2 Evaluation Criteria. Only those proposals determined to be within the competitive range will be considered for award.

In the event the committee requires additional information, the committee may submit to proposers additional questions regarding the proposals. Proposers should be prepared to respond either in writing or by oral interview as required by the committee.

When evaluations have been completed, proposers may be requested to submit Best and Final Offers. The committee shall evaluate the Best and Final Offers in accordance with the evaluation criteria set forth below at Section 3.2, and select proposals for contract award. The committee shall make a recommendation for contract awards to the MERC. The MERC reserves the right to award the contract upon review of submitted written proposals.

The MERC reserves the right to determine any proposal outside the competitive range. The MERC also reserves the right to cancel this solicitation, without liability, at any time prior to contract execution.

### 3.2 Evaluation Criteria

The evaluation will be based on a numerical rating system, according to the following weighing of factors:

1. Demonstrated professional qualifications of temporary staff for satisfactory performance of the required services, including knowledge of WordPerfect 5.1 and other software programs, technical qualifications, and maximum technical experience where applicable. Training and screening of employees. (30 point maximum)
2. Proposer's demonstrated performance on services performed for the MERC, other public agencies and private industry for similar projects in terms of overall quality of work, including references. (30 point maximum)
3. The evaluation of this criteria will include consideration of typical wage rates, proposed rate increases, and overhead or mark-up percentages. (40 point maximum)

## SECTION 4 - SCOPE OF SERVICES

### 4.1 Scope

Proposer must be able to supply the MERC with qualified, capable people, able to fill all types of clerical positions, including, but not limited to: Administrative Secretary, Payroll Clerk, Filing Clerk, Accounting Clerk, and Receptionist.

### 4.2 Experience

Temporary employees supplied to the MERC for clerical work shall have had a minimum of one (1) year of previous clerical experience, including responsibility of telephone answering (if required).

### 4.3 On-Call Requirements

Proposer must be able to provide a minimum of three (3) people at one time to the MERC. Proposer must be able to provide temporary employees within four (4) hours of request.

### 4.4 Term

The term of the contract shall commence upon execution and end on June 30, 1993. The MERC shall have the option to extend the contract for one (1) additional year. Compensation rates for the option year shall be subject to adjustment to reflect changes in the Consumer Price Index for Portland, Oregon.

### 4.5 Qualifications

In response to the MERC's request for personnel in the specified categories, Contractor must supply personnel with at least the following qualifications:

#### 4.5A Administrative Secretary

Able to easily adapt to job duties and surroundings. Under minimal supervision, provide a variety of secretarial, technical and administrative support work for executive and management level staff. Able to maintain calendar, coordinate schedules and screen visitors. Able to answer telephones and maintain efficient message system. Ability to prioritize work and use discretion. Spreadsheet application.

#### 4.5B Payroll Clerk

Ability to use 10-key calculator by touch and ability to operate computer terminal. Ability to check time sheets for completeness and organize them in proper batch form. Ability to perform accurate work with numbers. Ability to recognize figure deviation from norm. Ability to work under minimal supervision.

#### 4.5C Filing Clerk

Ability to sort materials by alpha and numeric systems. Ability to receive and convey information in a clear manner. Ability to perform work accurately. Ability to follow instructions and work with minimal supervision.

#### 4.5D Accounting Clerk

Knowledge of bookkeeping and accounting methods and practices. Ability to recognize figure deviations from norm or from prior reporting period. Ability to analyze and resolve problems diplomatically. Ability to operate 10-key calculator by touch.

#### 4.5E Receptionist

Ability to greet and direct people, answer telephones and take messages. Good communication skills, pleasant personality and neat appearance.

#### 4.5F Operating Engineer

Knowledge of building electrical, mechanical and plumbing systems. History of employment and performance required in highly responsible position of building systems management. Present or past employment as an operating engineer is required.

#### 4.5G Telephone Technician

Knowledge and proven work experience in maintaining large building telephone systems including telephone switch maintenance, specifically ROLM VSCBX Release Six and 8000 units. History of employment and performance required in this highly technical position. Technicians will be required to supply all maintenance tools and equipment including switch access modem.

#### 4.5H Additional Services

The MERC may have need for maintenance technicians, aides and draftpersons or other technical services. If your firm offers temporary personnel in these or related categories, please submit in your proposal a listing of the level of qualifications available, and hourly rates. Any such information will not be included in the evaluation of proposals, but may be included in the awarded contracts.

## SECTION 5 - TEMPORARY PERSONNEL SERVICES AGREEMENT

THIS CONTRACT is entered into by and between the Metropolitan Exposition-Recreation Commission (hereinafter referred to as "the MERC"), and \_\_\_\_\_, (hereinafter referred to as "Contractor").

IN CONSIDERATION of the mutual promises and terms and conditions set forth hereafter, the parties agree as follows:

1. Term

The term of this contract shall be one year from the date of execution unless sooner terminated under the provisions hereof. The MERC shall have the option to renew the contract for one additional year under the same terms and conditions. The contract rates in any option are subject to adjustment to reflect changes in the Consumer Price Index for Portland, Oregon.

2. Contract Documents

The terms, conditions, covenants and provisions of the MERC's RFP and Contractor's Proposal are hereby incorporated by reference and shall become a part of this Contract as if fully set forth herein. Any conflict or discrepancy between any document herein incorporated by reference shall be resolved in accordance with the order of precedence hereinafter enumerated:

First: This Contract and mutually agreed upon modifications  
Second: The MERC' RFB  
Third: Contractor's Proposal

The Contract documents as above described constitute the entire agreement between the parties with respect to the services to be provided and supersede all prior negotiations, representations or agreements.

3. Contractor Identification

Contractor shall furnish to the MERC its social security number or employer identification number as designated by the Internal Revenue Service.

4. Compensation

The MERC agrees to pay Contractor a maximum of \$ for the services described in the Contract document. Payment for the services actually performed shall be made within 30 days after the MERC's receipt of Contractor's approved invoice in accordance with the agreed upon rates set forth in the Contract documents. Invoices must be sent directly to the MERC's Accounts Payable Department, P. O. Box 2746, Portland, Oregon 97208. All invoices shall be submitted in triplicate (one copy marked "original") and must contain reference to the contract number and a summary report containing: a breakdown of each prior billing, and the amount presently billed.

The MERC agrees to pay Contractor the following rates for the services described:

<u>Classification</u>	<u>Total Bill Rate</u>
Administrative Secretary	\$
Payroll Clerk	\$
Filing Clerk	\$
Operating Engineer	\$
Telephone Technician	\$
Accounting Clerk	\$
Receptionist	\$

5. Contractor is Independent Contractor

A. Contractor shall be an independent contractor for all purposes and shall be entitled to no other compensation other than the compensation provided for under Paragraph 4 of this Contract.

B. Contractor acknowledges responsibility for liability arising out of its performance of this Contract and shall hold the MERC harmless from and indemnify the MERC for any and all liability, settlements, loss, costs and expenses in connection with any action, suit or claim resulting directly or indirectly from the Contractor's negligent acts or omissions. The MERC may require Contractor to provide proof of insurance in an amount not less than the MERC's maximum liability under the Oregon Tort Claims Act, to assure indemnification.

C. No person shall be employed for more than eight hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy absolutely requires it, and in such cases the laborer shall be paid at least time and a half for all overtime and for work performed on Saturday and any legal holiday specified in ORS 279.334.

6. Termination

**Convenience**

A. The MERC may terminate this Contract, in whole or in part, at any time by 30 days written notice to the Contractor. Contractor shall be paid for work performed up to the time of termination.

B. Contractor shall submit its termination claim within 30 days of the effective date of termination. The claim must itemize the cost of and expenses for work performed up to the time of termination.

**Default**

A. The MERC may terminate this Contract for default by Contractor. Contractor is in default if it has materially breached this Contract and has not remedied the breach within three (3) days of Contractor's actual knowledge of the breach, or within such period as stated in MERC's written notice of the breach to Contractor. Material breach includes, but is not limited to, Contractor's failure to provide services within four (4) hours of request by the MERC's staff or failure to pay temporary personnel assigned to the MERC on time. The parties agree that the MERC shall retain the exclusive right to determine whether any action or failure of Contractor constitutes a material breach hereunder, and any such determination shall be conclusive and shall be binding upon the parties hereto.

B. The parties agree that the MERC shall retain the exclusive right to demand performance which is in all ways satisfactory to it, and that the MERC shall retain the exclusive right to determine whether performance is or is not satisfactory. In the event Contractor's performance hereunder is deemed unsatisfactory, the MERC shall have the right to terminate this agreement and all rights and obligations hereunder.

C. The Contractor's failure or inability to supply satisfactory services on three (3) occasions during the term of this Contract constitutes default.

7. Workers' Compensation Coverage

Contractor certifies that Contractor has qualified for State of Oregon Workers' Compensation coverage for all Contractor's employees, either as a direct responsibility employer as provided by ORS 656.407 or as a contributing employer. Contractor agrees to maintain

workers' compensation insurance coverage for the duration of this agreement. Failure to maintain workers' compensation insurance coverage at all times during the term of this agreement shall be cause for immediate termination of this agreement.

In addition to any liability insurance certifications required by the Contract, the Contractor shall provided to the MERC within 10 days after contract award a certificate of insurance evidencing coverage of all subject workers under Oregon's Workers' Compensation statutes issued by an insurance company satisfactory to the MERC. The certificate and policy shall indicate that the policy shall not be terminated by the insurance carrier without sixty (60) days advance written notice to the MERC.

8. Subletting or Assigning of Contracts

Contractor agrees that it shall not assign, sell, transfer or sublet its rights or delegate its responsibilities under this Contract in whole or in part without written consent of the MERC.

9. Law of Oregon

This Contract shall be governed by the laws of the State of Oregon. The Contract provisions required by ORS Chapter 279 to be included in public contracts are hereby incorporated by reference and shall become a part of this Contract as if fully set forth herein.

10. Discrimination Prohibited

In performance of this Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, color, age, religion, sex or national origin. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, age, religion, sex, or national origin. Such action shall include, but not be limited to: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

11. Disadvantaged Business Program

A. Contractor agrees to follow the policies and rules set out in the MERC's Request for Proposals regarding Disadvantaged Business Enterprises and Women-Owned Business Enterprises for any and all subcontracts as they may relate to this Contract. The MERC's Disadvantaged Business Program by this reference is hereby fully incorporated as if fully set forth herein.

B. Contractor agrees to follow the MERC's target area first opportunity hiring policy which by this reference is hereby fully incorporated as if fully set forth herein.

C. Contractor shall provide reports on its compliance with the Disadvantaged Business Program and Target Area First Opportunity Hiring Policy every six months.

D. The MERC reserves the right, at all times during the period of this Agreement, to monitor compliance with the terms of the Disadvantaged Business Program, Target Area First Opportunity Hiring Policy and this Agreement.

12. Notices

Notices by the Contractor to the MERC regarding this agreement shall be made in writing to the Metropolitan Exposition-Recreation Commission in care of the Purchasing Coordinator, P. O. Box 2746, Portland, Oregon 97208.

Notices by the MERC to the Contractor hereunder shall be sent to \_\_\_\_\_.

13. Requirements Contract

This is a requirements contract. Contractor shall provide services as necessary to meet the MERC's requirements. The estimates shown on the Proposal Form are estimates of the MERC's annual requirements. The MERC does not warrant that it will require any particular level of services from Contractor, and the MERC is not obligated to purchase services of the type covered by this Contract exclusively from Contractor. The MERC makes no representation or guarantee as to the minimum or maximum amount or duration of services to be procured under this contract. In the event the contractor is unable to meet a request for services by the MERC, the contractor waives the assignment and the assignment will be offered to the next agency in the rotation order.

14. Hiring Away

15. Modification

Any modification of the provisions of this Contract shall be reduced to writing and signed by the parties.

CONTRACTOR:

METROPOLITAN EXPOSITION-  
RECREATION COMMISSION:

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Lee Fehrenkamp, General Manager

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Social Security or Federal ID No.

APPROVED AS TO FORM:

\_\_\_\_\_  
Metropolitan Exposition-  
Recreation Commission  
General Counsel

SECTION 6 - PROPOSAL FORM No. 1 of 4  
RFP No. 92-05

6.1 Statement of Qualifications and Quotes

Name of Proposer \_\_\_\_\_

Address \_\_\_\_\_

1. Is there any reason why you cannot do business in Oregon? \_\_\_\_\_
2. How many years has your organization been in business? \_\_\_\_\_
3. Is your business certified by the Executive Department of the State of Oregon as a MBE, WBE or DBE? \_\_\_\_\_
4. Attach narratives addressing topics outlined in Section 2.3.
5. Are employees eligible for a rate increases? \_\_\_\_\_
6. At what intervals? \_\_\_\_\_
7. List the increase as a percentage. \_\_\_\_\_

The proposer agrees to provide temporary personnel with skills as required for the following classifications, as defined in Section 4 Scope of Services of this RFP, at the following proposed billing rates:

<u>Classification</u>	<u>Proposed Rate</u>	<u>Estimated Hours</u>	<u>Extended Total</u>
Administrative Secretary	\$ _____/Hr.	x _____ =	\$ _____
Payroll Clerk	\$ _____/Hr.	x _____ =	\$ _____
Filing Clerk	\$ _____/Hr.	x _____ =	\$ _____
Operating Engineer	\$ _____/Hr.	x _____ =	\$ _____
Telephone Technician	\$ _____/Hr.	x _____ =	\$ _____
Accounting Clerk	\$ _____/Hr.	x _____ =	\$ _____
Receptionist	\$ _____/Hr.	x _____ =	\$ _____
<b>GRAND TOTAL</b>			\$ _____

Please list your overhead rate on proposed rates by classification.

SECTION 6 - PROPOSAL FORM No. 2 of 4  
RFP No. 92-05

6.2 References

1. Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

2. Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

3. Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

4. Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

6.3 Signature Requirement

SIGNATURE FOR SOLE PROPRIETORSHIP

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone

SIGNATURE OF PARTNERSHIP

\_\_\_\_\_  
Name of Partnership

\_\_\_\_\_  
Names of Partners (1)

\_\_\_\_\_  
Address

\_\_\_\_\_  
(2)

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
(3)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature of One Partner

SIGNATURE OF CORPORATION

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Name of Local Representative

\_\_\_\_\_  
State of Incorporation

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Signature of Corporation Officer/Agent

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

CONTACT PERSON

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Telephone

## EXHIBIT A

The following software systems are employed by the MERC:

### Word Processing:

WordPerfect 5.1

### Spreadsheet:

Lotus 1-2-3