

CLASSIFIED ADVERTISING

**CLARK COUNTY
INVITATION TO BID
BID NO. 1121-89**

REQUIREMENTS CONTRACT FOR FURNISHING AND DELIVERING BOTTLED WATER, DISPENSERS AND DISPOSABLE CUPS, FROM DATE OF AWARD THROUGH SEPTEMBER 30, 1990, WITH THE OPTION TO RENEW FOR TWO ONE-YEAR PERIODS.

PREBID CONFERENCE:
10 AM, AUGUST 17, 1989

Bids will be received in the Office of the County Director of General Services, Purchasing Division, Bridger Building, 225 Bridger Avenue, Tenth Floor, Las Vegas, Nevada 89155, on August 25, 1989. Bids must be time-stamped at 3:00 PM or before, bids time-stamped at 3:01 PM or after will be returned to the bidder. Overnight Mail must use 89101 for zip code.

Specifications are available at the above address.

BOARD OF COMMISSIONERS
CLARK COUNTY, NEVADA

Published: Las Vegas Sentinel-Voice
August 3, 1989

**CLARK COUNTY
INVITATION TO BID
BID NO. 1134-89**

1989 MODEL YEAR ONE-OWNER USED VEHICLES

PREBID CONFERENCE: 1PM,
AUGUST 3, 1989

Bids will be received in the Office of the County Director of General Services, Purchasing Division, Bridger Building, 225 Bridger Avenue, Tenth Floor, Las Vegas, Nevada 89155, on August 10, 1989. Bids must be time-stamped at 3:00 PM or before, bids time-stamped at 3:01 PM or after will be returned to the bidder. Overnight Mail must use 89101 for zip code.

Specifications are available at the above address.

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**CLARK COUNTY
INVITATION TO BID
BID NO. 1137-89**

REPAIR POWER HOUSE ROOF AT SPRING MOUNTAIN YOUTH CAMP

THIS PROJECT IS FOR THE REMOVAL OF ALL EXISTING ROOFING MEMBRANES TO THE INSULATION OR DECK, REPLACEMENT OF ANY DAMAGED SECTIONS, FURNISHING AND INSTALLING NEW ROOF MEMBRANES AND RELATED WORK NECESSARY FOR COMPLETION OF THE PROJECT.

ESTIMATED COST: \$14,000

PREBID CONFERENCE: 9 AM,
AUGUST 8, 1989

The Prebid Conference will be held in the General Services Conference Room, at the address shown below. The purpose of the Conference is to review and discuss both the specifications and the County's Minority and Women-Owned Business Policy.

Bids will be received in the Office of the Clark County Director of General Services, Purchasing Division, Bridger Building, Tenth Floor, 225 Bridger Avenue, Las Vegas, Nevada 89155 on August 24, 1989. Bids must be time-stamped at 3:00 PM or before, bids time-stamped at 3:01 PM or after will be returned to the bidder. Overnight Mail must use 89101 as the zip code.

Specifications and drawings are available at the above address at no charge.

BOARD OF COMMISSIONERS
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after will be returned to the bidder. Overnight Mail must use 89101 for zip code.

Specification are available at the above address.

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Request For Proposals For Engineering Services

The Las Vegas Valley Water District is requesting proposals for providing certain design, construction, and special engineering services for approximately 4 miles of water pipeline and water well pumping equipment and appurtenances for the Searchlight Water System. All work is to be considered to be one project. The entire project is planned to be operational by early 1990.

Proposal must consist of completed U.S. Government, General Services Administration Standard Form 254 and Standard Form 255. Proposals will be evaluated for past performance, staff resources, technical resources, financial resources, and other factors pertinent to the matter of time of performance which is of the essence to this project. Consideration for selection will be based on the assignment of 40% for Technical Resources, 20% for Staff Resources, 20% for Demonstrated Technical Performance, and 20% for Demonstrated Project Management. The matter of compensation will not be a consideration in the selection process. Following the proposal evaluation, offerors may be requested to appear for oral discussions that may impact the final selection.

Proposals must be submitted in triplicate, in a single sealed envelope clearly marked in the lower left-hand corner of the front, with the words "Proposal for Engineering Services for the Searchlight Water System Improvements" and must be received in the office of the Chief Engineer of the Las Vegas Valley Water District, 3700 West Charleston Boulevard, Las Vegas, Nevada 89153 before 10:00 A.M. on Thursday, August 10, 1989.

Dated: July 31, 1989
Pub: August 3 1989

The Housing Authority Of The City Of Las Vegas Is Seeking Candidates For The Following Positions

Section 8 Loan Management Clerk: General clerical procedures, basic computations, ability to interpret and follow HUD Regulations and Housing Authority Policies, maintain confidentiality of records and documents. Requirements: High School or equivalent, 2 years office experience; typing, telephone skills, filing. Salary Range: \$6.55-\$10.91

Section 8 Housing Inspector: Conduct Housing Inspections to determine if units qualify for Section 8 Existing Assistance Programs and other program related requirements; prepare rent comparability studies; develop and maintain good rapport with property owners and managers; prepare rent write-ups and cost estimates, interpret and correctly apply HUD and HA Regulations. Requirements: Minimum H.S. 3 years related educ./experience; Certification in Housing Quality Standards and Low-Income Housing Programs from HUD approved certification agency or ability to obtain same within one year. Salary Range: \$7.50-\$13.14.

Section 8 Housing Program Aide: This position will directly assist the Section 8 Housing Programs Supervisor in a multitude of general office and technical duties. Must have ability to work with varied socioeconomic groups; skill in arithmetic calculation and work effectively with minimal supervision. Must interpret & correctly apply HUD Regulations. Discretion & tact imperative. Requirements: Minimum H.S. 3 years related experience; typing, computers, general office skills and operation of equipment. Certification in Calculation for Low-Income Housing Programs from HUD approved agency or ability to obtain same within one year. Salary Range: \$7.50-\$13.14.

Section 8 Loan Management/New Construction Specialist: Directly assist in the Section 8 Supervisor and work with all phases of the Loan Management/New Construction Program. Must interpret, follow and supply Section 8 LM/NC regulations with special emphasis on recertification of program participants. Accurately per-

form arithmetic calculations. Must respond to telephone and written inquiries about Section 8 and Housing Programs. Perform wide variety of clerical work including checking and recording information; accurate record keeping; basic computer skills; and ten key. Must be self motivated and exercise good judgement, discretion and patience to deal with tenates and general public. Requirements: H.S. 3 years related experience, preferably working with low income or similar assistance programs. Preference will be given candidate with Certification in Calculation and New Construction from HUD approved agency. Must have ability to obtain certification within one year. Salary: \$7.50-\$13.14.

Applications Aide: This position will directly assist the Applications Department Supervisory in a multitude of general office and technical duties. Must have ability to work with varied socioeconomic groups. Discretion & tact imperative; skill in arithmetic calculation, must interpret & apply HUD Regulations. Self starter; must work effectively with minimal supervision within program guidelines. Requirements: Minimum H.S. 3 years related experience; typing, computers, general office skills and operation of office equipment. Certification in Calculation for Low-Income Housing Programs from HUD approved agency or ability to obtain same within one year. Salary Range: \$7.50-\$13.14.

SELECTION PROCESS: The selection process may consist of; (1) A screening of the resumes of all applications; (2) A series of tests designed to assess the clerical skills of a select group of qualified applicants; and (3) Oral interviews of the final candidates for the position. Valid Nevada drivers license may be required. Must be a U.S. citizen or authorized for employment.

APPLICATION DEADLINE: Interested candidates should submit a letter of interest and resume to the Human Resources Dept. of the Housing Authority of the City of Las Vegas, P.O. Box 1897, Las Vegas NV 89125.

The deadline for submission of resumes is August 14, 1989. An Equal Employment Opportunity/Affirmative Action Employer

Clark County District Court Clerk Trainee

A District Court Clerk Trainee serves as clerk to the judge in court hearings and trials. Requires equivalent to graduation from high school with courses in general office practice and two (2) years of general clerical experience. Must type 50 wpm and take shorthand at 70 wpm.

Salary Range: \$18,121 to \$25,774

Last Day To Apply: Open

**Apply To: Clark County Personnel Department
225 Bridger Avenue, Ninth Floor
Las Vegas, NV 89155
(702) 455-4565**

AA/EOE/Including Handicapped

Reynolds Electrical & Engineering Co., Inc. has current open positions for Office & Clerical and Custodians at the Tonopah Test Range. Will be accepting applications and conducting interviews on August 9, 1989 at the Lyons Club, 7 West Street, Yerington, Nevada, from 10:00 a.m. until 5:00 p.m. or on August 10, 1989 at the Chamber of Commerce Convention Center, 932 "E" Street, Hawthorne, Nevada, from 8:00 a.m. until 2:00 p.m. or on August 11, 1989 at the Best Western Westerner Hotel, Conference Room, 150 East Elm Street, Bishop, California, from 8:00 a.m. until 1:00 p.m. For more information, call Trudie Rainey collect at (702) 295-1900 in Las Vegas, Nevada.

SENIOR CLERK

These positions require high school graduation or equivalent plus one year of clerical experience and the ability to type 44 net words per minute.

SECRETARY II

These positions require a high school diploma or equivalent plus specialized training in secretarial courses such as typing and office machines. Must have one year secretarial experience and demonstrated ability to type 50 net per minute and have shorthand skills at 80 words per minute with 3 errors or less. Word processing skills are desirable.

Positions available at the Tonopah Test Range for Custodians (Maids), Head Service Attendants (Cashiers), Service Attendants (Buspersons) and Dish Potwashers.

EQUAL OPPORTUNITY EMPLOYER - M/F

Liberal fringe Benefits. Replies Held Confidential.

Must be a U.S. citizen. Drug/alcohol screening test required.