

RCP PROJECT POSTING TEMPLATE

Project Administrators

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Property Name:	Windsor Bethesda		
Entity Number:	92307	Address:	7770 Norfolk Ave, Bethesda, MD 20814
Description of Project/Service: (Brief title of Posting)	Concierge Services		
Start Date:	11/1/2021	Posting Date:	12/31/2024
Budgeted Amount:	\$70,000 per year	Account Code:	51026
On-Site Contact Name and #:	Betina Severn 301-652-7340		
Vendor Qualifications: (Licenses, Certifications, etc.)	Experienced concierge service and approved through Compliance Depot		
Experience in Local Marketplace: (Years in industry, number of similar past projects, etc.)	Several years of experience required		

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Scope of Work:	<p>Overnight concierge services; 7 days a week Current Concierge Needs: Monday - Sunday 11pm-7am: 8 hours x 7 = 56 hours</p> <p>Concierge tasks: Log and organize packages Deliver and/or communicate deliveries to residents Customer service - resident communication Greet visitors and guests Enter maintenance requests Walk the property to ensure everything is secure</p>
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*In addition to filling out the required information (above), you should also include (via separate document, if necessary) any project specifications, special issues, etc...