

# RCP PROJECT POSTING TEMPLATE

## Project Administrators

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<b>Property Name:</b>	Crescent at Fells Point by Windsor		
<b>Entity Number:</b>	31422	<b>Address:</b>	951 Fell Street, Baltimore MD21231
<b>Description of Project/Service:</b> (Brief title of Posting)	Concierge Services		
<b>Start Date:</b>	11/1/2021	<b>Posting Date:</b>	12/31/2024
<b>Budgeted Amount:</b>	\$110,000 per year	<b>Account Code:</b>	51026
<b>On-Site Contact Name and #:</b>	Hannah Atkinson 410.534.8439		
<b>Vendor Qualifications:</b> (Licenses, Certifications, etc.)	Experienced concierge service and approved through Compliance Depot		
<b>Experience in Local Marketplace:</b> (Years in industry, number of similar past projects, etc.)	Several years of experience required		

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<b>Scope of Work:</b>	<p>Overnight concierge services; 7 days a week</p> <p>Current Concierge Needs:</p> <p>Monday 12am-8am</p> <p>Tuesday 12am-8am</p> <p>Wednesday 12am-8am</p> <p>Thursday 12am-8am</p> <p>Friday 12am-8am</p> <p>Saturday 12am-8am, 8am-4pm, 4pm-12am</p> <p>Sunday 12am-8am, 8am-4pm, 4pm-12am</p> <p>Total: 88 hours</p> <p>Concierge tasks:</p> <p>Log and organize packages</p> <p>Deliver and/or communicate deliveries to residents</p> <p>Customer service - resident communication</p> <p>Greet visitors and guests</p> <p>Enter maintenance requests</p> <p>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...