



## IMP RCP PROJECT POSTING TEMPLATE

PROJECT ADMINISTRATORS		
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Posting Date	09/01/2021	Budgeted Amount	\$488,916.00	GL Account Code	51026
Property Name	Waterside Place by Windsor				
Property Entity Number	32144				
Property Address	505 Congress St., Boston, MA 02210				
Description of Project/Service (Brief title of posting)	128 hours/week of Front Desk Concierge Service, 3 year contract.				
Project Start Date	09/01/2021	Project End Date	08/31/2024		
Community Contact	George Timmons	Contact Tel #	406-579-1580	Contact Email	gtimmons@windsorcommunities.com
Vendor Qualifications (Licenses, Certificates, etc...)	Must be insured and have proven track record in serving other luxury communities.				
Vendor Experience in local marketplace (Years in industry, number of similar past projects, etc...)					
Scope of work	Full time (128 HPW) concierge services to provide front desk coverage, all hours <i>except</i> for Monday through Friday, 7:00am to 3:00pm. Tasks include greeting guests, problem solving, communicating with management on a daily basis, loading bay/valet cart management, assisting residents and prospects, and package management. 3 year contract.				

**NOTE:** The IMP – CalPERS Responsible Contract form & The IMP – CalPERS Neutrality Agreement form must be submitted for all contractors bidding on the Project/Service. These forms can be found on the intranet under Purchasing Forms.