



## IMP RCP PROJECT POSTING TEMPLATE

PROJECT ADMINISTRATORS		
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<b>Posting Date</b>	02/10/2022	<b>Budgeted Amount</b>	\$100,000	<b>GL Account Code</b>	53201
<b>Property Name</b>	Windsor Mystic River				
<b>Property Entity Number</b>	32157				
<b>Property Address</b>	61 Locust Street, Medford MA 02155				
<b>Description of Project/Service (Brief title of posting)</b>	Common area cleaning				
<b>Project Start Date</b>	04/01/2022	<b>Project End Date</b>	03/31/2025		
<b>Community Contact</b>	Francis Reyes	<b>Contact Tel #</b>	(857) 241-6263	<b>Contact Email</b>	freyes@windsorcommunities.com
<b>Vendor Qualifications (Licenses, Certificates, etc...)</b>	None, just to remain compliant in Vendor Realpage Credentialing for extent of contract				
<b>Vendor Experience in local marketplace (Years in industry, number of similar past projects, etc...)</b>	Experience in contract cleaning in the multifamily industry preferred				
<b>Scope of work</b>	Common area cleaning – leasing office, clubhouse amenities, property grounds, trash rooms, hallways, etc.				

**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.