

Contract Concierge

Submitter: JMcClain@windsorcommunities.com

PropertyEntity: IMP/CalPERS

Property Name: Windsor Memorial

Property Address: 3131 Memorial Court Houston TX 77007

RCP Website Posting Date: 2024-03-25

Posting Expiration Date: 2024-04-24

Vendor Qualifications: Must remain compliant in Vendor Shield throughout contract and services with Windsor Communities

Vendor Experience In Local Markets: Must have 5 years minimum experience in industry and local area

Scope Of Work: Provide Concierge Services at Windsor Memorial Schedule will consist of seven day coverage with 103 hours per week Services include providing exceptional customer service to residents guests vendors and Windsor Associates package management for residents key management for residents and vendors maintain a clean and organized work environment and performing all duties as required by Windsor Memorial

Community Contact: Judith McClain

Community Telephone: 346-440-1250

Submission Date: 146,000