

RCP PROJECT POSTING TEMPLATE

Project Administrators

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Property Name:	The Woodley		
Entity Number:	32145	Address:	2700 Woodley Road NW Washington DC 20008
Description of Project/Service: (Brief title of Posting)	Concierge Services		
Start Date:	11/1/2021	Posting Date:	12/31/2024
Budgeted Amount:	\$110,000 per year	Account Code:	51026
On-Site Contact Name and #:	Jessica Roberts 202-888-2393		
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>Current Concierge Needs: Monday – Sunday: 11pm-7am: 8 hours x 7= 56 hours Saturday and Sunday: 7am-3pm, 3pm-11pm: 16 hours x 2=32 hours Total= 88 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...