

Temp Concierge Services for Windsor Courthouse

RCP Contact Email: RCP@gid.com

Submitter: afalsiroli@windsorcommunities.com

PropertyEntity: IMP/CalPERS

Property Name: Windsor Courthouse

Property Address: 2055 15th Street North Arlington VA 22201

RCP Website Posting Date: 2026-08-13

Posting Expiration Date: 2026-09-12

Vendor Qualifications: Concierge services must be reliable and professional with strong knowledge of Yardi excellent customer service skills effective time management and a high level of responsibility The concierge should be attentive to detail responsive to management feedback and capable of handling resident and operational needs in a timely and efficient manner Scope of work will be 168 hours per week

Vendor Experience In Local Markets: Vendor must have experience working with class A properties in the DMV area

Scope Of Work: Provides exceptional customer service to residents guests and visitors by greeting and assisting them in a professional and friendly manner Monitors building access manages visitor and package deliveries responds to resident inquiries handles phone calls and emails and coordinates with management and maintenance teams to address concerns Maintains accurate records monitors building activity and helps ensure the safety security and overall satisfaction of residents while creating a welcoming community environment

Community Contact: Alejandro Falsiroli

Community Telephone: 2028882393

Submission Date: 2026-08-20