

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: 2026-08-24

Posting Expiration Date: 2026-09-23

Vendor Qualifications: The vendor must provide reliable and professional concierge staffing with the ability to fill shifts as needed Concierge personnel should have excellent customer service skills strong time management attention to detail and prior experience in a residential hospitality or customer-facing environment Experience with Yardi is preferred Staff must be dependable professional responsive to management feedback and able to follow property policies and procedures while delivering exceptional service to residents guests and prospects

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

Scope Of Work: The vendor shall provide temporary concierge personnel to support daily front desk operations at residential communities Responsibilities include greeting residents and guests managing visitor access handling packages and deliveries answering phones and emails responding to resident inquiries maintaining property logs and providing general administrative support Concierge staff are expected to deliver exceptional customer service follow all property policies and procedures and represent the community in a professional manner

Community Contact: Alejandro Falsiroli

Community Telephone: 2028882393

Submission Date: 2026-09-17