**SCOPE OF SERVICES REQUIRED**

The IRC-Wichita will serve more than 500 individuals from October 2023 to September 2024 and we expect about the same numbers on our next fiscal year, October 2024 to September 2025. Aside from some clients out migrating to meet family or friends in a different location, most clients will receive our services in the city of Wichita, including housing. As part of the program, we use the funds given to them upon arrival to furnish their new home. We house an average of 3 families a week, and therefore need a reliable vendor to purchase different bedding furniture as an essential item for their new home.

**Period of Performance**

The time frame of this project is from June 2024 to June 2025. Services from the vendor will be provided on an as-needed basis throughout the entire year.

**Place of Performance**

The vendor will make stock available for pick-up at their location at 6100 E 21st St N Ste 220, Wichita, KS 67208 and/or available for shipping to our warehouse at 420 S Emporia, Suite 220, Wichita, Ks, 67202.

**Work Requirements**

The vendor will keep stock at their location, and provide stock requested to the IRC-Wichita. The vendor will provide clear communication and weekly updates on inventory for checks and balances. The vendor must have capacity to supply a bed per individual, based on the number of clients we will serve in our fiscal year.

The items required by IRC-Wichita are:

-Twin mattress and bed frame

-Full mattress and bed frame

-Queen mattress and bed frame

-Crib and Crib mattress

Additionally, clear communication channels for coordinating schedules and addressing any potential issues should be established between the vendor and IRC.

**Schedule/Milestones**

Stock should be available within 2 weeks from purchase order, and an invoice with Net30 terms, from stock availability, should be sent to IRC-Wichita.

**Acceptance Criteria**

IRC will accept completion of work when all inventory has been made available from purchase order. Items must be provided in an acceptable packaging, and not damaged. Any damaged items will be sent back and a new item must be provided in exchange within a week.

Clear and open communication channels should be maintained, and the vendor must be responsive to any inquiries, concerns, or special requests in a timely manner.

The vendor must adhere to any specific care instructions provided for different types of materials to ensure the longevity and quality of the items, while inventory is in their possession.

In the event of any discrepancies, damages, or issues, the vendor should actively engage in resolving problems promptly and to the satisfaction of our organization.

Invoices should accurately reflect the services provided, with transparent details on quantities, delivery dates, and any additional charges, if applicable.

The vendor must also accept invoices in a Net 30 payment term.

**Other Requirements**

The vendor will hand over inventory upon IRC’s request for pick up and/or delivery.