

Sources Sought Notice

SUBJECT* Office Furniture Removal and Disposal - Atlanta Facility

GENERAL INFORMATION

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|---------------------------------------|--|
| CONTRACTING OFFICE'S ZIP CODE* | 80111 |
| SOLICITATION NUMBER* | 36C25926Q0105 |
| RESPONSE DATE/TIME/ZONE | 12-03-2025 12:00 MOUNTAIN TIME, DENVER, USA |
| ARCHIVE | 15 DAYS AFTER THE RESPONSE DATE |
| RECOVERY ACT FUNDS | N |
| SET-ASIDE | |
| PRODUCT SERVICE CODE* | P100 |
| NAICS CODE* | 484210 |
| CONTRACTING OFFICE ADDRESS | Department of Veterans Affairs Network Contracting Office NCO 19 6162 South Willow Drive, Suite 300 Greenwood Village CO 80111 |
| POINT OF CONTACT* | Contract Specialist Stephanie Cahill Stephanie.Cahill@va.gov |

PLACE OF PERFORMANCE

| | |
|--------------------|---|
| ADDRESS | VHA Health Eligibility Center 2957 Clairmont Road NE Atlanta GA |
| POSTAL CODE | 30329 |
| COUNTRY | USA |

ADDITIONAL INFORMATION

| | |
|---------------------------------------|--|
| AGENCY'S URL | |
| URL DESCRIPTION | |
| AGENCY CONTACT'S EMAIL ADDRESS | |
| EMAIL DESCRIPTION | |

***= Required Field**

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DESCRIPTION

This is NOT a solicitation or request for quote (RFQ). This is NOT a request for proposal (RFP). This is NOT a job advertisement for hiring employees. The VA is seeking QUALIFIED VENDORS to provide a very brief response to this notice including only just what is asked for in this notice below. This is sources sought notice to industry and the only information is posted on Contract Opportunities web page at SAM.gov. Sources sought means seeking qualified vendors. The attachments included on the Contract Opportunities page do not include any additional information.

If your company is interested, please read this notice entirely and submit the required information, as requested herein.

Office Furniture Removal and Disposal

Decommissioning of VHA Health Eligibility Center, Atlanta, Georgia

BRIEF SCOPE OF WORK (This is for information only)

IMPORTANT NOTE: This Sources Sought is for market research purposes only (to determine the socioeconomic status of interested companies). No award will be made off this posting.

The VHA Health Eligibility Center requires office furniture removal and disposal as well as some clean up services (vacuum immediate area, remove trash, etc.) for an 86,750 square feet (5 floors) building.

- Decommissioning of the space must start on January 26th, 2026, and be completed no later than February 6th, 2026 (2 weeks).
- The station shall not provide any means of disposal – vendors will be expected to provide this within their quotes.
- A comprehensive list of items will be provided in the official solicitation as well as a floor plan although a site visit will be strongly encouraged
- The following is an overview of the amount of furniture that needs to be removed and disposed of within the building:

| Description | Qty |
|-------------------------------------|------------|
| Full Cubicle | 228 |
| Wood Desk with Wood Hutch | 207 |
| Wood Corner Desk | 26 |
| Wood Sit Stand Desk | 157 |
| Wood Overhead Storage Cabinet | 91 |
| Wood Desk Extension | 60 |
| Wood Large Bookshelf | 15 |
| Wood Table Various Lengths & Shapes | 189 |
| Wood Cabinet Various Heights | 137 |

| Description | Qty |
|----------------------------------|------------|
| Metal Office Chair | 328 |
| Metal Draw Table | 2 |
| Metal Coat Rack | 11 |
| Metal Storage Tray | 1 |
| Metal Filing Cabinet | 14 |
| Metal Four-Sided Paper Turn Bend | 2 |
| Metal Tall Chair | 14 |
| Metal Rolling Cart | 1 |
| Metal Trash Cans | 3 |

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|---|-----|---------------------------------|-----|
| Small Wood Trash Can | 1 | Cloth Chairs Lobby | 2 |
| Wood Office Chair | 76 | Cloth Sofa Chair Lobby | 1 |
| Wood Podium | 2 | Leather Seat Sofa Chair | 1 |
| Wood Blood Pressure Booth Gym | 1 | Cloth Sofa Chair Lobby | 1 |
| Wood Lobby Desk L-Shape 35 ft | 1 | Leather Square Foot Stool | 1 |
| Wood Serving Cart | 2 | Large Recliner Chair Cloth | 1 |
| Wood Counter w/ Drawers Various Lengths | 9 | Glass Round Table | 1 |
| Boards on Office Walls | 144 | Large Cushion Lounges Chair | 4 |
| Metal Cabinet Various Heights | 123 | Plastic Drawer File | 1 |
| Metal Desk with Wheels | 1 | Plastic Trash Can Various Sizes | 389 |
| Metal Desk Chair | 573 | Plastic Table Various lengths | 2 |

The Contractor, its employees, agents, and subcontractors shall not be considered VA employees for any purpose of fulfilling the PWS and shall be considered employees of the Contractor. Contractor shall furnish all labor, materials, equipment, tools, shipping, transportation, insurances, licenses, certifications, and supervision necessary to provide services in accordance with this Performance Work Statement (PWS). The Contractor is responsible for all charges and fees related to disposal of materials generated by the Contractor.

This is anticipated to be a commercial supply acquisition under the authority of FAR Part 12, Simplified Acquisition Procedures for Commercial Items.

The services will be provided at the following location:

VHA Health Eligibility Center
2957 Clairmont Road NE,
Atlanta, GA 30329

IMPORTANT NOTE: This RFI (Request for Information) is for information only. No award will be made from this RFI.

QUALIFIED VENDOR: A qualified source has the a) necessary equipment, vehicles, personnel, resources and current operations as well as b) recent experience (within past 3 years) of performing services of a comparable size, scope and complexity, AND c) OEM certified technicians to perform services with unrestricted access to the facility during inclement weather, as well as immediate access to OEM software updates. A qualified source also has current and valid registration in System for Award Management (SAM), <https://www.sam.gov>). A qualified source will also be able to comply with Limitations of Subcontracting pursuant to FAR 19.507.

Please communicate via e-mail to Stephanie.Cahill@VA.Gov by 12:00 MST on December 3rd, 2025, as to your company's ability to perform service per this brief Scope of Work.

If interested, please provide the following:

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1. **Provide company's capability statement describing ability to provide services that meet or conform to the information listed above**
2. **Company's business size in relation to NAICS 484210 and socio-economic category (SDVOSB/VOSB/WOSB/Large Business):**
3. **SAM UEI:**
4. **FSS/GSA contract # (if applicable):**
***Indicate 'Open Market' if services are not included on FSS/GSA/etc. ***
5. **Estimated lead time – able to meet the period of performance of 1/26/2026 – 2/6/2026?:**

Only written responses, to items 1 through 5 above, will be accepted at this stage. Information is being gathered for market research purposes only. Industry exchanges and vendor teleconferences are at the discretion of the Contract Specialist. This is not a request for quotes.

DISCLAIMER: This is a Request for Information (RFI) from industry in accordance with Federal Acquisition Regulation (FAR) 15.201(e) and on the requirement, that exists for the VA Medical Center(s) identified in this RFI. This is not a request for quote and not a contract. This announcement is not a request for proposals; therefore, responses to the RFI are not considered offers and cannot be accepted by the Government to form a binding contract. This RFI is issued solely for information and planning purposes only and does not constitute a solicitation. All information received in response to this RFI that is marked as proprietary will be handled accordingly. Responders are solely responsible for all expenses associated with responding to this RFI. No classified information should be included in the RFI response. Should you have concerns regarding this RFI you may request to contact the Contracting Office that will be assigned this requirement by emailing the sender of this RFI.

Questions must be addressed in writing to the Contract Specialist. Requests for VA-business sensitive information, to include VA budget information, VA acquisition planning information, acquisition methods, strategies and set-asides must be addressed via the VA FOIA process:

<https://www.va.gov/foia/>

Thank you for your interest in doing business with the VA. To learn more about the VA Mission, Vision, Core Values & Goals visit https://www.va.gov/about_va/mission.asp

To understand the latest updates on the Veterans First Contracting Program visit https://www.va.gov/osdbu/verification/veterans_first_contracting_program_adjustments_to_reflect_the_supreme_court_kingdomware_decision.asp

To find out how to do business with the VA visit <https://www.va.gov/osdbu/library/dbwva.asp>