



**COST-EFFECTIVE REUSE OF
SURPLUS FURNITURE**
Management Memo MM 11-01
Modular Systems Furniture Specific
Frequently Asked Questions

CALPIA has prepared some answers to frequently received questions regarding the Department of General Services (DGS) Management Memo (MM) 11-01 outlining the process for surplus modular systems and conventional furniture. Additional questions may be addressed by DGS and the Office of Fleet and Asset Management (OFAM) for DGS processing requirements as well as commercially manufactured surplus furniture.

The use of surplus or Revitalized modular systems furniture is mandated. Projects cannot be considered for new furnishings until a determination is made by OFAM and CALPIA. In addition, multiple agencies have developed internal checklists to ensure that functional needs can only be met by new furnishings prior to procuring new furniture.

All new project needs as of the release of MM 11-01 need to be reviewed in conjunction with the memo. Projects that started development in good-faith with new furniture prior to MM 11-01 does not need to be reviewed.

1. Q: Who do I have to contact first to confirm if there is surplus modular systems furniture (MSF) available?
A: Please contact OFAM directly at 916-928-2550 or via e-mail at ContactOFAM@dgs.ca.gov.
2. Q: What information is needed to determine if surplus MSF is available?
A: Estimated workstations and installation dates are needed.
3. Q: Can I view the surplus MSF from OFAM?
A: If OFAM has identified surplus MSF that may meet the functional needs of a customer, OFAM has been working with agencies to set up time to view the MSF prior to being disassembled.
4. Q: When do I notify OFAM that MSF is needed?
A: It is preferred that a 120 days advance notice is provided when an agency has MSF needs and a minimum of 60 days is required.
5. Q: What if the surplus MSF identified from OFAM does not match the current customers color selections?
A: Per MM 11-01, surplus must be used first. Use of surplus is only identified by functional need and not on aesthetics. If surplus MSF is identified by OFAM and it meets the functional needs of the customers, it must be utilized.
6. Q: What if OFAM does not have any surplus MSF?
A: If OFAM has determined, based on the scope provided, that there is no known surplus MSF, then a CALPIA Request for Modular Systems Furniture (MSF) form MKT-F004 needs to be completed and submitted to CALPIA for review.



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7. Q: What is needed for the CALPIA form?
A: The form should be completed with as many details available regarding the project. All mandated agencies will be reviewed for Revitalized MSF prior to new furnishings.
8. Q: What if a customer wants new MSF?
A: If CALPIA has Revitalized MSF in inventory that can meet the functional needs of the customer, then a customer cannot purchase new MSF.
9. Q: Who makes the determination that Revitalized MSF is available and meets the functional needs?
A: If Revitalized MSF is available, further project planning will be with Revitalized MSF components to the greatest extent possible.
10. Q: What if CALPIA determines that functional need can be met, but the customer disagrees?
A: Please provide typical information and space plan drawings and indicate where the functional need cannot be met. CALPIA will review against the inventory and determine if new MSF will be needed.
11. Q: What is the manufacturing timeframe for Revitalized MSF?
A: Revitalized MSF follows the same timeframe as new MSF and status changes regarding manufacturing are provided regularly to RESD.
12. Q: Why does the Revitalized MSF take the same amount of time?
A: Revitalized MSF uses a variety of manufacturing techniques to provide a new functionality to the MSF. All Revitalized MSF will include some new components.
13. Q: What are the new components on Revitalized?
A: That is determined by the individual pieces needed; however, all electrical components will be new.
14. Q: Can we view the Revitalized inventory?
A: Revitalize inventory can only be confirmed and viewed by CALPIA staff. Due to the constant changing of inventory levels, CALPIA's inventory system is only available within CALPIA.
15. Q: What is the price difference for Revitalized MSF?
A: As this is a newly launched program, CALPIA does not have an average available for pricing. Revitalized MSF projects are priced based on individual project and revitalization efforts needed for the MSF. Upon further projects being completed, CALPIA will review establishing a standard pricing discount for Revitalized MSF.

16. Q: What if CALPIA does not have Revitalized MSF that meets functional needs available?
A: When CALPIA reviews the form MKT-F004, CALPIA will review first for Revitalized MSF and then new furnishings.
17. Q: What if CALPIA's capacity cannot meet the customer's needs?
A: When CALPIA reviews the form MKT-F004, CALPIA will review capacity. If CALPIA determines that the needs cannot be met, CALPIA will waive the project. All waived projects that have a scope or time-line change of more than 90 days needs to be resubmitted for review.
18. Q: What if the customer wants new panels and Revitalized work surfaces?
A: Customers cannot choose what components are new and which are Revitalized. Selections are done by functional availability only.
19. Q: What if Revitalized MSF is installed and there are some scuff marks?
A: CALPIA works on cleaning the components to the best extent possible. Small minor marks or discoloration are not available to be returned to CALPIA via a punch list. It is necessary to understand that these items are not new and may show some usage. CALPIA reviews components for functional ability only; however, CALPIA is reviewing components for excessive usage damage.
20. Q: What components would be used in a Revitalized MSF project?
A: At this time, any component including storage, panels, and work surfaces, is available for use, excluding electrical.
21. Q: What if CALPIA determines there are no panels available to meet functional needs?
A: CALPIA will then work on selecting new panels, but other Revitalized MSF components will continue to be used.
22. Q: What if a project needs new MSF due to LEED requirements?
A: Revitalize MSF provides the highest points towards LEED requirements when maximized. Revitalize MSF qualifies as a re-use product. LEED requirements can be met with Revitalize MSF.
23. Q: What if the project is to add new MSF to existing areas?
A: If a project is adding additional workspaces, functional need for additions will be reviewed.



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24. Q: Can I see a completed Revitalized MSF project?
A: Pictures are available from a recent completed project. CALPIA is working towards developing these pictures into a usable brochure.
25. Q: Why is CALPIA requiring the use of Revitalized MSF first?
A: CALPIA is following the direction and spirit of MM 11-01. From initial pilot projects, CALPIA has been able to defer almost 80% of the intake of surplus MSF from landfills. Using a combination of recycling and reuse, CALPIA is able to help California save natural resources.
26. Q: What if I have a customer that has surplus MSF?
A: Please notify OFAM of the surplus availability and if it is CALPIA or commercially manufactured. If OFAM approves the transfer and it is CALPIA, then the customer should complete a Product Stewardship intake form available online or by sending an e-mail to productstewardship@calpia.ca.gov.
27. Q: What if I have a customer that needs to store the MSF for greater than 6 months?
A: Please contact OFAM directly at 916-928-2550 or via e-mail at ContactOFAM@dgs.ca.gov. In addition, CALPIA does not offer any storage options.
28. Q: What if I want to appeal the decision to use Revitalized MSF?
A: In accordance with State of California guidelines, the use of revitalized product is the first option pursued by CALPIA for all MSF projects. In the event that sufficient revitalized product is not available to complete the project, CALPIA will inform our customer and pursue the project utilizing new product. Any exceptions to this process would require documented approval provided by DGS indicating an exemption from following State Administrative Manual Guidelines for the particular project
29. Q: What if the MSF project is Federally Funded?
A: Regardless of funding, exceptions outside of the State Administrative Manual Guidelines need to include supporting document. Approval provided by DGS indicating an exemption from following State Administrative Manual Guidelines for the particular project

General Product Stewardship information is available online at www.calpia.ca.gov under Product Stewardship. For additional questions regarding MM 11-01 and CALPIA Product Stewardship, please send an e-mail to productstewardship@calpia.ca.gov.