



COST-EFFECTIVE REUSE OF SURPLUS FURNITURE

Management Memo MM 11-01 Frequently Asked Questions

CALPIA has prepared some answers to frequently received questions regarding the Department of General Services (DGS) Management Memo (MM) 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. CALPIA will update these questions and answers as needed and will be providing information online at www.calpia.ca.gov.

1. Q: When do I have to notify CALPIA that I have surplus furniture to pick up?
A: Per MM 11-01, 120 days advance notice to OFAM of surplus items is needed before furniture is to be removed from the existing location. Upon OFAM's review and approval of STD-158, CALPIA will then be notified of surplus items. On average, CALPIA will begin working with agencies to coordinate delivery of surplus items 90 days prior to needed removal.
2. Q: What if I cannot provide 120 days advance notice?
A: OFAM and CALPIA will work with agencies with a demonstrated need; however, every effort should be made to provide advance notice.
3. Q: When do I complete the STD-158?
A: The STD-158 is part of OFAM's reporting requirements. For specific questions regarding the forms, please contact OFAM directly at 916-928-2550 or via e-mail at ContactOFAM@dgs.ca.gov.
4. Q: What CALPIA location is used for transferring on the STD-158?
A: The STD-158 is part of OFAM's reporting requirements. For specific questions regarding the forms, please contact OFAM directly at 916-928-2550 or via e-mail at ContactOFAM@dgs.ca.gov.
5. Q: How do I submit the STD-158 to CALPIA?
A: CALPIA does not process the STD-158. The STD-158 is part of OFAM's reporting requirements. For specific questions regarding the forms, please contact OFAM directly at 916-928-2550 or via e-mail at ContactOFAM@dgs.ca.gov.
6. Q: How do I determine if the surplus items are CALPIA?
A: CALPIA has placed labels on a majority of conventional and modular systems furniture. In addition, the online catalog provides pictures of CALPIA products and even if a product is no longer offered it usually complements existing items. If you are still unable to determine if it is a CALPIA surplus item, you may send a picture to productstewardship@calpia.ca.gov for review. Every effort should be made to ensure that products are truly CALPIA manufactured.

7. Q: I have items that need to go to CALPIA and provided my advance notice and the STD-158 has been approved, what is the next step?

A: Below, please see key items to submit via e-mail at productstewardship@calpia.ca.gov:

- Send your inventory list to for review (this should align with your approved STD-158).
- With your list, please provide your requested date for disposition (a minimum of 120 days notice to OFAM and 90 days to CALPIA).
- Please let us know if you would like a quote for dismantling, removal, and transportation fees.
- Provide a contact for coordination of delivery of surplus items.

CALPIA has provided the CALPIA Product Stewardship Intake Form (MKT-F012) identifying information for intake of surplus property.

8. Q: Can CALPIA come out and perform the inventory?

A: CALPIA can perform inventory lists based on CALPIA staff availability, but CALPIA does charge prevailing rates by the hour and travel expense reimbursement. CALPIA does not require a physical inventory be performed by CALPIA, but that an agency has made a good faith effort to ensure that surplus items are manufactured by CALPIA.

9. Q: I would like CALPIA to pick up surplus items when my new items are being delivered, how do I arrange this?

A: CALPIA will review these requests as they are made, but CALPIA does not anticipate being able to frequently satisfy this request.

10. Q: I was told CALPIA is looking for surplus items, why does CALPIA need surplus?

A: CALPIA is not actively soliciting for surplus furniture. CALPIA has entered into a partnership with DGS to provide product stewardship for CALPIA manufactured furniture. If you have surplus, and cannot find a known need for the items within the next 6 months, CALPIA will take those items rather than you paying for ongoing storage fees or for the items to be shipped to a landfill.

11. Q: What location will CALPIA be using for receipt of the surplus items?

A: CALPIA operates in multiple locations and receipt of surplus items is dependent on capacity. Therefore, each request will be reviewed by CALPIA for final determination of the location.

12. Q: If CALPIA has multiple locations, can I choose which location to send surplus items?

A: CALPIA will be providing the location based on capacity and cannot accommodate requests for specific locations.

13. Q: What does CALPIA charge for the intake of surplus items?
A: CALPIA can provide a quote for the dismantling, removal, and transportation of surplus items. However, agencies can utilize their own third parties. When delivery is made by a non-CALPIA provider, it is the agency's responsibility to ensure that security requirements for entering onto a prison ground are met. This includes any clearance requirement as well as dress codes. Visitor requirements can be viewed at http://www.cdcr.ca.gov/Visitors/Visitation/General_Information.html. Delivery drivers may need to obtain gate clearance and will be responsible for contacting the institution for clearance requirements.
14. Q: What if CALPIA cannot take our surplus items?
A: As outlined in MM 11-01, CALPIA will review the disposition of the surplus items on a case by case basis including to an alternative entity.
15. Q: I would like for the furniture to be refurbished, how do I initiate that request?
A: CALPIA does not currently offer a refurbish program. MM 11-01 provides for CALPIA to take in surplus conventional and modular systems furniture for revitalization or recycling. Revitalization consists of several manufacturing possibilities for use of raw material rather than contributing to a landfill. Upon physical receipt of surplus items, CALPIA will make final determination on revitalizing and recycling.
16. Q: I would like to donate our CALPIA surplus items to a public school and MM 11-01 shows this is reviewed on a case by case basis. How do I have my request reviewed?
A: Please send an inventory list of CALPIA surplus items to productstewardship@calpia.ca.gov, for review.
17. Q: Do you have any revitalized furniture to purchase?
A: As this is a newly launched program, CALPIA only has revitalized modular system furniture available for purchase. There is currently no revitalized conventional furniture available. Any updates will be made available on the online product catalog. Products available for purchase through CALPIA are provided on our online product catalog at <http://catalog.pia.ca.gov/store.php>.

For additional questions regarding MM 11-01 and CALPIA Product Stewardship, please send an e-mail to productstewardship@calpia.ca.gov.