

A stone wall sign for the University of California, Irvine. The sign is made of light-colored stone blocks and features the university's name in large, dark, serif letters. To the left of the name is a circular seal of the University of California. The sign is set against a background of green trees and a clear blue sky. In the foreground, there is a field of tall, green grasses.

University of California, Irvine



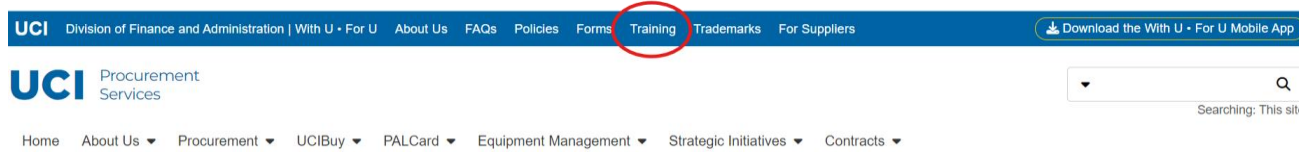
Tangram Presentation & PO Processing by Procurement or Construction

*Procurement Services Department Buyer Training Session
Tuesday, February 11, 2025*

UCI Division of Finance and Administration | With U • For U

Procurement Training

Robust **training guide and training sessions** are available on the Procurement website and can be accessed from the top of our website.



In addition to the PDF training guides below, find interactive online courses on [UCLC](#). You can also [request](#) personalized individual or group training. Please find additional Federal Funds training on [UC's SharePoint site](#).

Capital Asset	PALCard	UCIBuy
Requisition	Purchase Order	

Procurement Services Weekly Office Hours

The Procurement Services team hosts campus "office hours" weekly during the school year on Tuesdays from 9-10 a.m. PST and bi-weekly during the summers, for anyone to drop in with questions about requisitions, purchase orders, agreements, policies, and anything else that may come up. Please contact Doreen Tannenbaum (doreen.tannenbaum@uci.edu) for the Zoom link. You will be able to join office hours whenever you need support or reach out to the Procurement team by opening a [ServiceNow ticket](#) and selecting Request Procurement Services Training to set up a 1:1 or personalized training session. Past campus training sessions can be found [below](#).

Training Sessions

- [Export Controls and Procurement Process Updates - April 16, 2024](#)
- [Federal Funds Requirements Training - January 11, 2024 \(requested training by School of Engineering\)](#)
- [Data Security and Privacy Review: Data Relations Fundamentals AND Procurement Process Updates - November 14, 2023](#)
- [Buying Software & IT Services - September 19, 2023](#)
- [Bidding & SSPR Form - July 25, 2023](#)
- [Small Business First Latest Updates - May 16, 2023](#)
- [Federal Fund Purchase Requirements - March 21, 2023](#)
- [Conferences & Event Planning - January 24, 2023](#)
- [Federal Fund Purchase Requirements - August 18, 2022](#)
- [Small Business First One Year Overview - April 26, 2022](#)

Branded Promotional Products Agreement

UC Systemwide Procurement announces five new systemwide agreements for branded promotional products as part of our lead agency marketing partnership with [OMNIA Partners](#). Promotional items include products such as coffee cups, binders, clothing, hats and other branded components.

SUPPLIER	CONTRACT #	CONTACT	WEBSITE
Manhattan Stitching	#2024.004231	Abby Strid	Manhattan Stitching
Gorilla Marketing	#2024.004232	Karlyne Eygendaal	Gorilla Marketing
I.D. Me	#2024.004235	Heidi Levitt	I.D. Me
Consolidus	#2024.004236	Justin Waynick	Consolidus
Club Colors Buyer	#2024.004237	Linsey Purcell	Club Colors



Thursday, February 13 at 11:00 a.m. via Zoom

https://ucop.zoom.us/meeting/register/kTtaofOeRyaX_m0KZB_tfA



Virtual Office Hours

**Bi-Weekly Tuesdays from
9 - 10 a.m.**

Drop in with questions about requisitions, purchase orders, agreements, policies, and anything else that may come up.

Join office hours whenever you need support or reach out to the Procurement team by ServiceNow to set up a 1:1 or personalized training session.



Add to Calendar



Today's Agenda



- Welcome
- Tangram Presentation
- PO Processing by Procurement or Construction
- Resources
- Q&A

Remember

As an employee of a public university, it is your responsibility to comply with all procurement laws, rules, regulations, executive orders, policies and procedures concerning the purchase of goods and services:

- UCOP BUS-43
- UCI 707-10
- UCI 701-23
- California Public Contract Code
- Uniform Guidance
- Small Business First
- Covered Services



You are not authorized to sign on behalf of the University or to bind the University in any manner.



It is a violation of federal and state law and UC policy to procure a service or commodity without acquiring the necessary approvals and documents in advance.



If you do, you may be held personally responsible for the cost of the products or services purchased.

A large, modern lecture hall with students at computers and a lecturer at a podium. The room features large windows on the left, a blue wall with whiteboards on the right, and rows of desks with laptops. The scene is overlaid with a semi-transparent orange filter.

tangram™

Hello,
UCI

University of
California, Irvine

We make amazing spaces.

Your Team

Point of Contact



Taylor Hinke
Sales Executive

P: 562.447.5885

E: [thinke@
tangraminteriors.com](mailto:thinke@tangraminteriors.com)



Jen King
Steelcase Account
Manager

P: 678.674.5363

E: [jking4@
steelcase.com](mailto:jking4@steelcase.com)

Support Team



Tristin Kranenburg
Sales Director



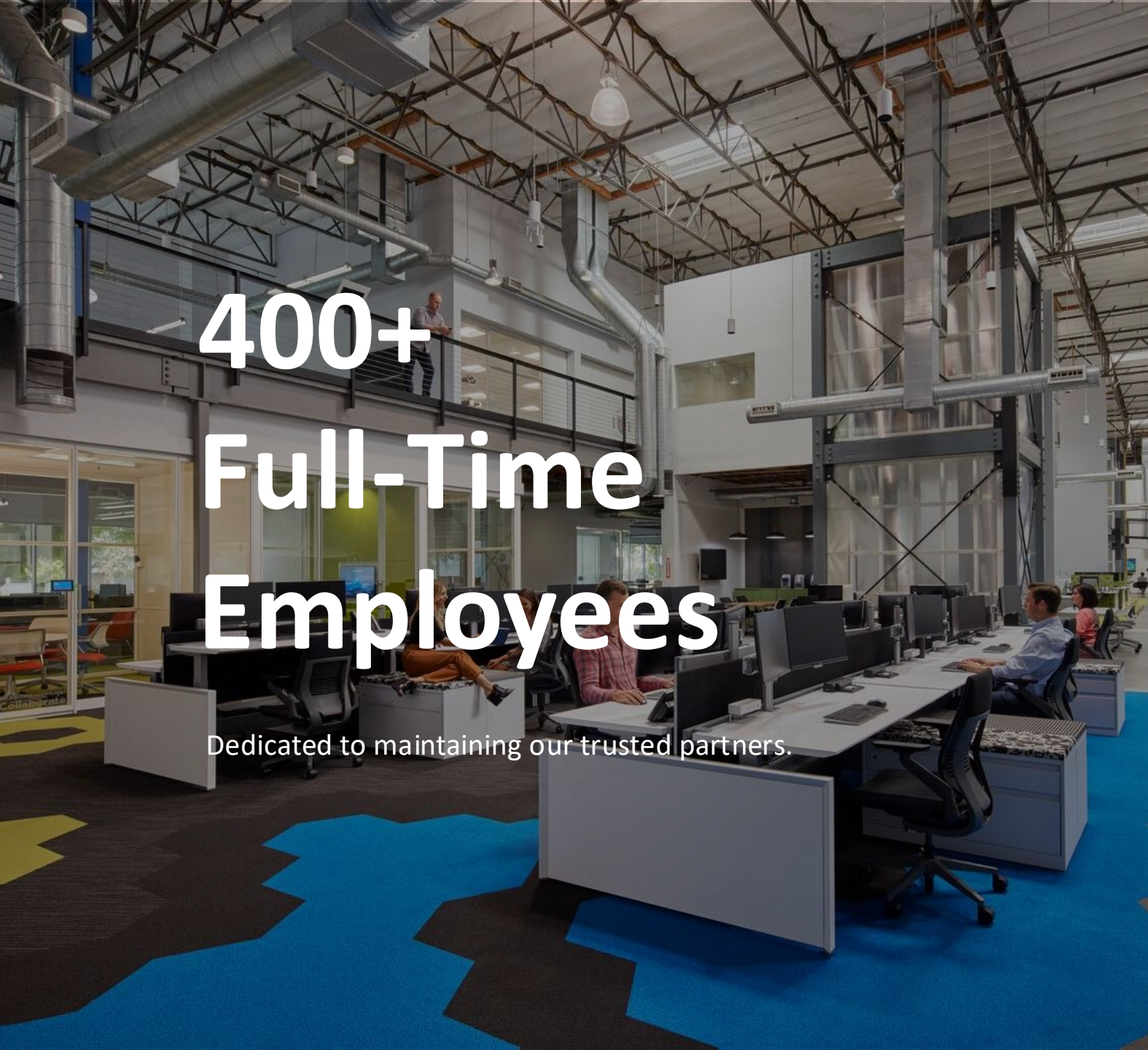
Taylor Vasu
Project Manager



Italia Lucio
Designer



Jeremy Roether
Client Support Specialist



400+ Full-Time Employees

Dedicated to maintaining our trusted partners.

71

Full-Time
Account Managers

43

Full-Time
Interior Designers

29

Full-Time
Installation
Foreman

54

Full-Time
Customer Service
Representatives

54

Full-Time
Project Managers

09

Full-Time
Service Technicians

Tangram Leadership

Our women-owned status is a testament to the vision and determination of our founders, who have worked tirelessly to build a company that empowers and celebrates women in leadership roles.



WBENC
WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL
JOIN FORCES. SUCCEED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

to

NEW TANGRAM LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: June 28, 2023
Expiration Date: June 30, 2025
WBENC National Certification Number: WBE2301778

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council - West, a WBENC Regional Partner Organization.

Pamela Williamson, Ph.D.
Authorized by Pamela Williamson, President & CEO Women's Business Enterprise Council - West

WBENC WEST
WOMEN'S BUSINESS ENTERPRISE COUNCIL

NAICS: 423210
UNSPSC: 56101700, 56111500, 56111501, 56111502, 56111503, 56111504, 56111505, 56111506, 56111507, 56111508, 56111509, 56111510, 56111511, 56111512, 56111513, 56111514

A row of logos for various business councils and organizations, including Greater Women's Business Council, WBENC Metro NY, WBENC Southeast, WBEA, WBENC East, WBENC ORV, WBENC Pacific, WBDG, WBENC South, and WBENC Florida.

tangram™

HEADQUARTERS

OnSite
Furniture Refurbishment

Technology
A/V Integration

Contract Furniture
Furniture + Ancillary

Studio Other
Custom Furniture

Move
Move Management

170k

WAREHOUSE

SQ. FT.

SUBDIVISIONS OF TANGRAM

All housed under one roof

OPERATIONS CENTER

216,000 sq.ft.

SHOWROOMS

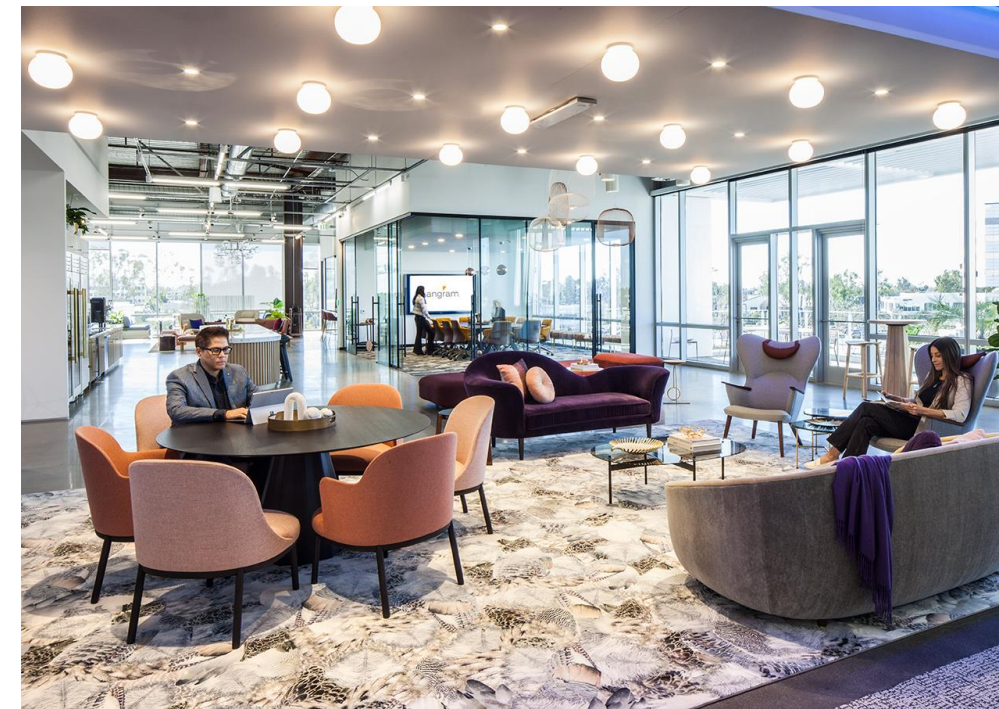
6 Locations

400+

FULL-TIME EMPLOYEES

Santa Fe Springs / Dallas-Fort Worth
Newport Beach / Downtown LA Bakersfield
/ Fresno

Tangram Newport



About Jen



Steelcase®

1912

Company
Established

35+

Creative &
Technology Partner
Brands

500+

Product Lines

12

Manufacturing Locations
Worldwide

No.1

Global Market
Position

4,000+

Patents

Love how you work.



Why Steelcase?

Five Key Elements Make Us Unique



We're about **work in all the places where work happens** – including learning, health and work from home.



We offer an **expansive range of furnishings and solutions**, from Steelcase and our Community of Brands.



Our **research and insights** lead us to design innovation.



We bring all of this to life for our customers through our **Steelcase dealer community**.



Together, we use our **business as a force for good** to help the world work better.

A modern office interior featuring glass-walled cubicles. Each cubicle is furnished with a desk, a chair, and a computer monitor. The office has a clean, minimalist aesthetic with light wood flooring and a white ceiling. The text "Choices | Performance | Quality | Sustainability" is overlaid in the center of the image.

Choices | Performance | Quality | Sustainability

Steelcase Community of Brands

SNOWSOUND
Acoustic Technology & Design

Kartell

 **CARL HANSEN & SØN**
PASSIONATE CRAFTSMANSHIP



AMQ

Steelcase
LEARNING

 **CRESTRON**


MATTIAZZI
ITALY

Smith System

KWICKSCREEN

 **Polyvision**

**Established
SONS**

 **Microsoft**

**Tom
Dixon.**

m o o o i

Steelcase

**FRANK
LLOYD
WRIGHT
FOUNDATION**

**VERGE
SENSE**

viccarbe

H A L C O N

**BLU
DOT**

 **emu**

coalesse

zoom

 **MODUFORM**

BOLIA

DESIGNTEX

logitech

extremis

west elm

nanimarquina

GOODEE

Steelcase
HEALTH

orangebox

FLOS

ALL THE BEST BRANDS. ALL IN ONE PLACE

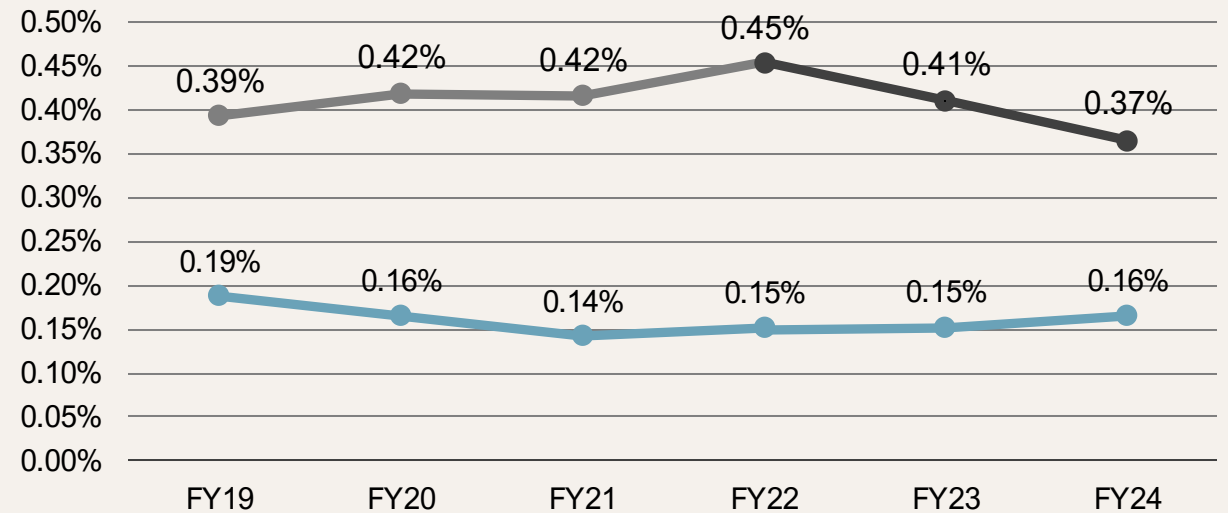
Steelcase Warranty

The strongest warranty in the industry — that you may never need.

The quality and durability of our products is demonstrated in lower warranty expenses per sales dollar, compared to that of our competitors. Steelcase’s warranty also covers both parts and labor.

Global Warranty Accrual % of Rolling 6-year Revenue

Warranty Comparison FY2019-FY2024



	FY19	FY20	FY21	FY22	FY23	FY24
Steelcase	0.19%	0.16%	0.14%	0.15%	0.15%	0.16%
Herman Miller	0.39%	0.42%	0.42%			
MillerKnoll				0.45%	0.41%	0.37%

Financial Analysis:

Global Warranty Accrual % of Rolling 6-year Revenue = Total Global Warranty Accrual / Rolling 6-year Global Revenue

Sources: SCS, MLHR and MLKN Annual Reports from FY12 to current. Document last updated September 2024.

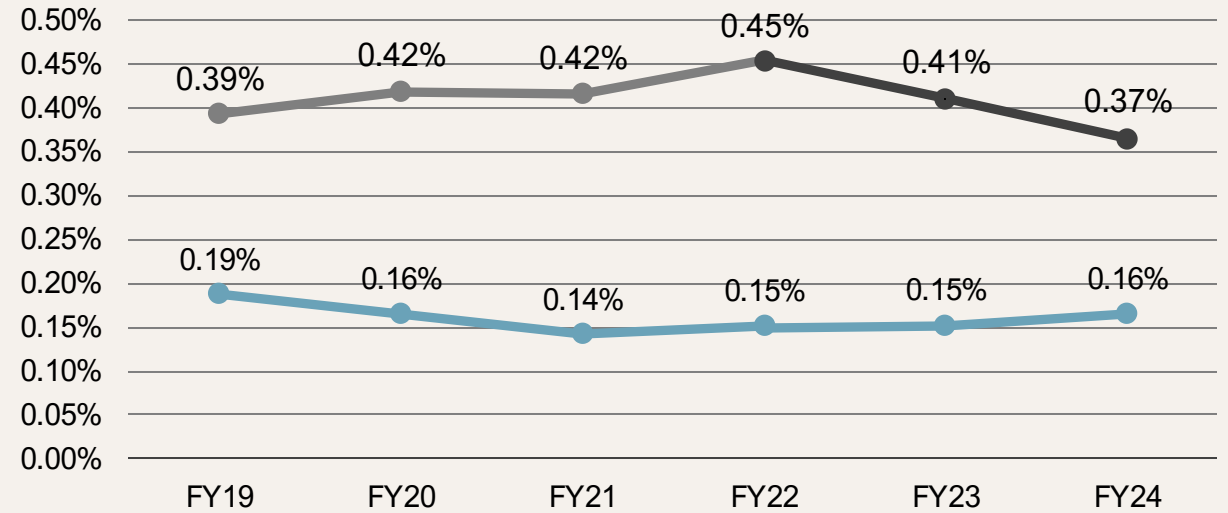
Steelcase Warranty

The strongest warranty in the industry — that you may never need.



Global Warranty Accrual % of Rolling 6-year Revenue

Warranty Comparison FY2019-FY2024



	FY19	FY20	FY21	FY22	FY23	FY24
Steelcase	0.19%	0.16%	0.14%	0.15%	0.15%	0.16%
Herman Miller	0.39%	0.42%	0.42%			
MillerKnoll				0.45%	0.41%	0.37%

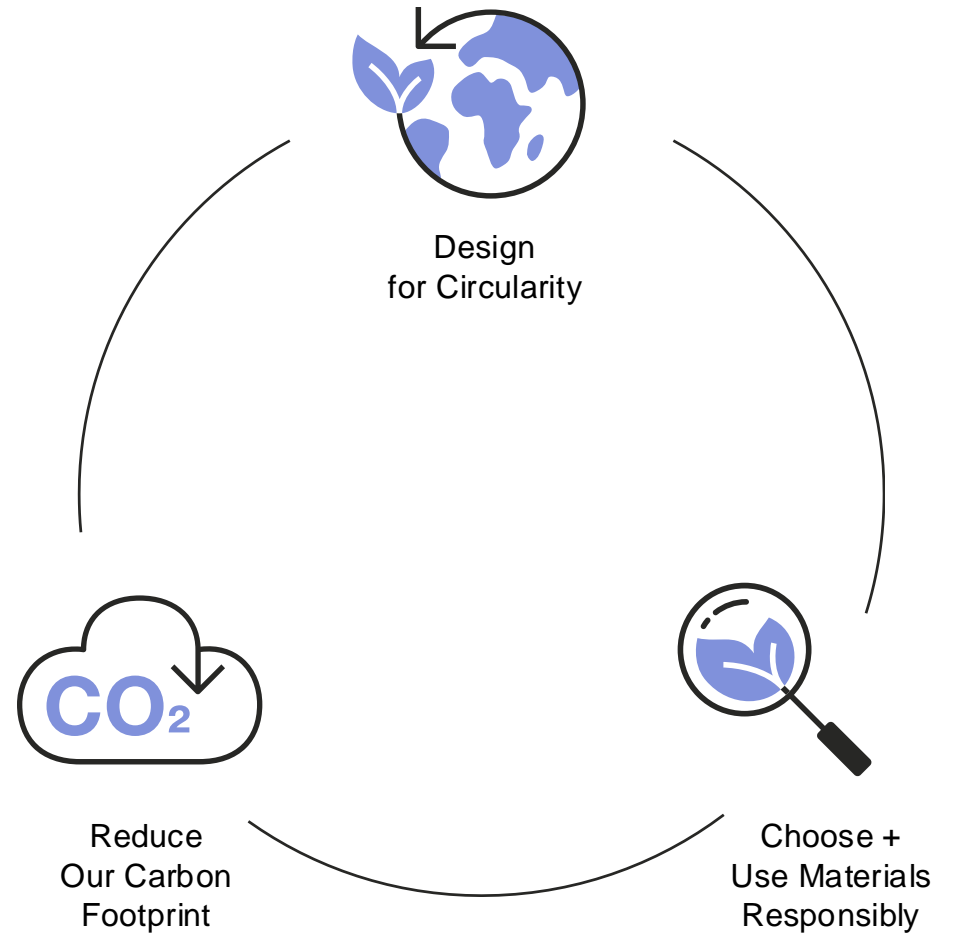
Financial Analysis:

Global Warranty Accrual % of Rolling 6-year Revenue = Total Global Warranty Accrual / Rolling 6-year Global Revenue

Sources: SCS, MLHR and MLKN Annual Reports from FY12 to current. Document last updated September 2024.

Better Future — Planet

We're doing better for the planet by transforming our business and committing to a *net-zero* future to help build a more sustainable and resilient world.



Value Added Resources

Our combined services and capabilities are designed to support you through every step of the process.

IMAGINE

Explore how workplace trends and issues impact the organization and how to re-imagine the workplace to support new ways of working

CO.CREATE

Discover unmet user needs and collaborate to design furniture solutions that support a wide range of workstyles and preferences

EXECUTE

Oversee the entire installation process and ensure a great move-in experience to help people adopt a new culture

MEASURE

Learn how well the space is performing and identify new opportunities for change

ITERATE

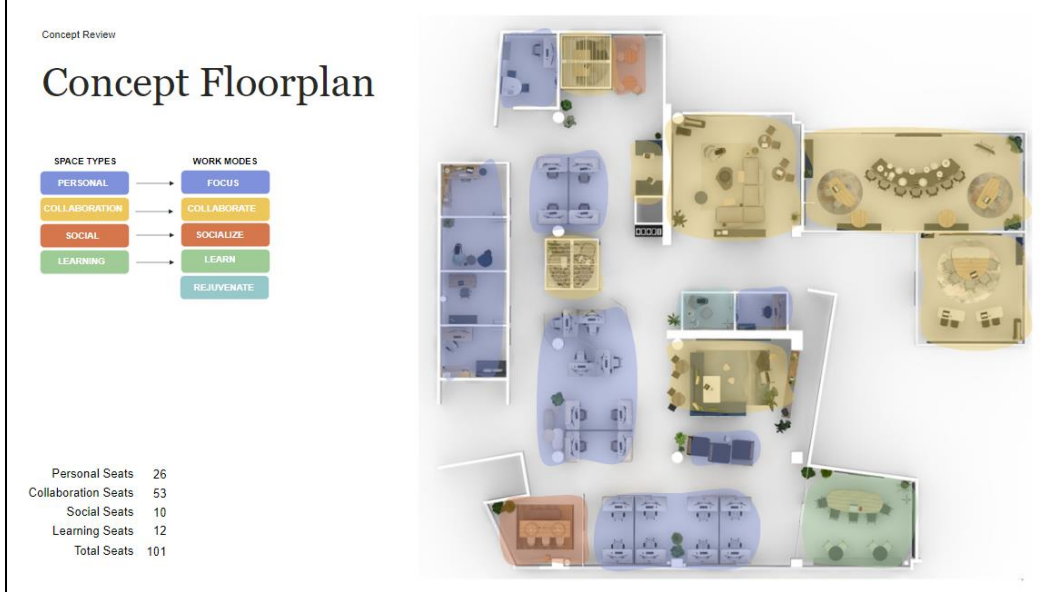
Maintain the space and address new issues as they arise



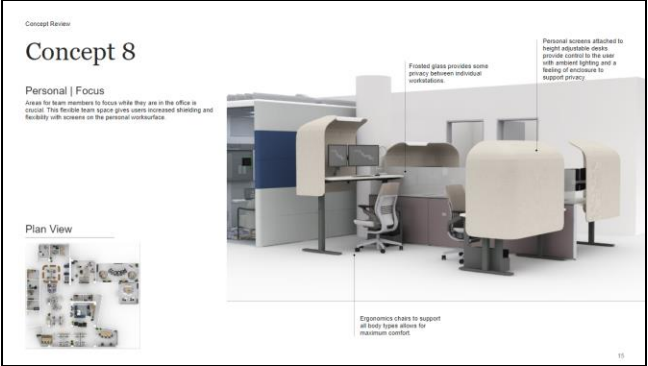
The Collection of Value-Add Insights Tools & Resources

Conversations	Leader Workshops	User Surveys + Workshops	Applications	Experiments
<i>Initiate impactful discussions</i>	<i>Uncover leader priorities</i>	<i>Understand user needs</i>	<i>Visualize a new space</i>	<i>Test and validate new concepts</i>
Discussion Prompts Initiate interactive conversations	Discovery Exercise Prioritize work + learning place issues	Work + Learning place Readiness Assessments User sentiment on the space	Concept Review Consider possibilities	Pilot Experience Validate new solutions
Change Management Materials Prepare for the move/change	People + Place Workshop Leverage place for people	Collaborative Situations Workshop Explore collaboration styles		
		Workplace Reflections Workshop Leverage user feedback		
		Agile Experiences Workshop Explore agile work		

Workplace Tools & Resources Output



Examples of Concept Review Applications



Space Trends



See these *space trends* in application



Collaborative spaces



Makerspaces



VR + AR Spaces



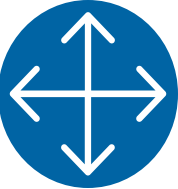
Active learning classrooms



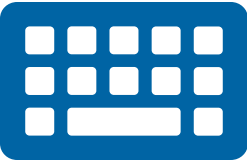
Outdoor learning spaces



Digital learning commons



Flexible learning studios



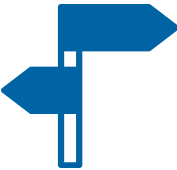
Gaming and gamification spaces



Wellness spaces



Data analytics labs



Hub-and-spoke models



Hybrid/High Flex spaces



Support life-long learning



Universal Worksurface | Currency Tower | Universal Storage | Series2 | Shortcut | TS Storage | Currency Lateral File & Storage Cabinet | 11' x 14'= 154 sq. ft



Currency | Silq | Kent



Flex Table | Cubb Stool | Away From The Desk | Flex Active Frame | Textura Mobile



Campfire Big Table | Shortcut X-Base | Campfire Lounge | Tenor | Elbrook Huddle Table | Flex Media Cart



Shortcut | Planner Studio Table | Slim Table | Flex Active Frame & Cart | Cascade Cart



Flex Table | Cubb Stool | Away From The Desk | Flex Active Frame | Textura Mobile



Campers & Dens | Away from the Desk | Avi



Ensemble | Lagunitas Table | Enea Altzo

"How can I make this office fit two people?"

"My height adjustable desk doesn't go up & down anymore. Can you help?"

"Can we reconfigure these old cubicles?"

"Do you only sell Steelcase product?"

"We need to re-design 25 offices, where do I even start?"

"Now that we are paperless, what type of storage do I need?"

"Our dining hall needs to accommodate 100 more people, how can we fit all of those seats?"

"Can we reconfigure this office without buying all new furniture?"

Additional Partners



Tangram Methodology

With You Every Step of the Way

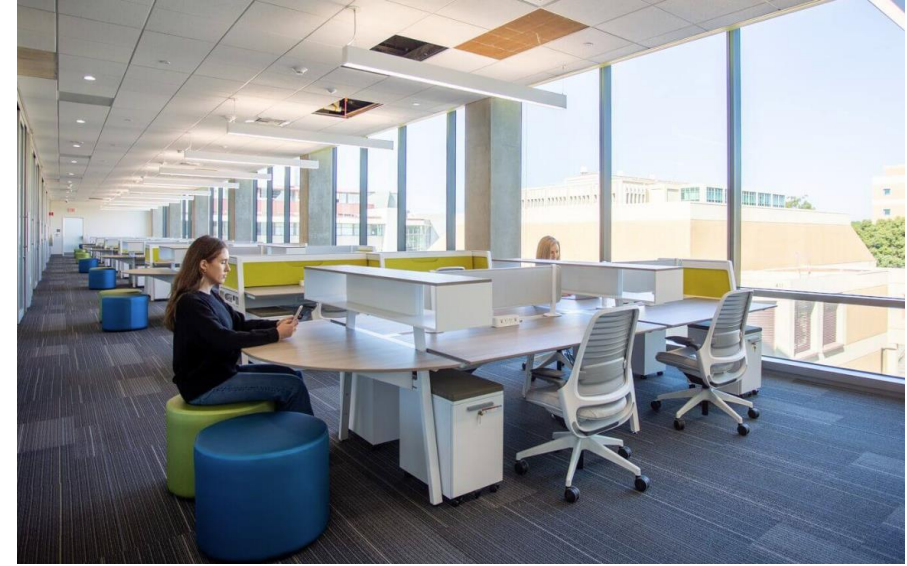




Medical Education Building



College of Health Sciences



Interdisciplinary Science & Engineering Building



West Food Court



Disability Services Center



Falling Leaves Executive Private Office



School of Business Private Office

tangram. + Steelcase

INVITE YOU TO

DESIGN DISCOVERY *Tour*

STEELCASE PARTNERS
FROM AROUND THE WORLD
MARCH 6TH TO 19TH

moooi coalesse Bolia.com extremis

 CARL HANSEN & SØN  viccarbe  FLOS
PASSIONATE CRAFTSMANSHIP

 emu  Tom Dixon.  Kartell  BLU DOT  M MATTIAZZI  FRANK LLOYD WRIGHT
SOLIMANIEN

DESIGNTEX nanimarquina

Enter for a chance to win a
Steelcase Eclipse Task Light

with mirror and built in charger



PO Processing by Procurement or Construction

CONSTRUCTION V. MAINTENANCE

Can I use a Purchase Order for that?

Objective

To understand:

- The differences between MAINTENANCE and CONSTRUCTION
- When a Purchase Order (PO) is appropriate for certain purchases that may be perceived as a construction project
- The process to help determine whether work can be done on a PO or Construction Contract

Agenda

- DFA's Values and Divisional Goals
 - Partners in this effort: Procurement, Design & Construction Services, Facilities Management, and EH&S
- Purchase Order (PO) Initiators
- Basics: Construction v. Maintenance (PO)
- Examples...are not so cut and dry
- Current Process
- Q&A

DFA's Values and Divisional Goals

Efficiency & Effectiveness

- Optimize work structures, methods, and tools to deliver more value to our campus community.
- DFA prioritizes efficient customer service, implementing systems to streamline processes and enhance service quality across all departments.
- Implement Customer Service Management system (ServiceNow) to improve customer service across DFA via automated work order tracking and standardized knowledge management.

Purchase Order Initiators

- Department Buyers on behalf of Principal Investigators
- Department Buyers on behalf of Building Facility Managers
- Just Department Buyers
- Building Facility Managers
- Facilities Management on behalf of Department Buyers and/or Building Facility Managers
- Design & Construction Services on behalf Department Buyers and/or BFM's
- Other

Basics: Construction v. Maintenance (PO)

CONSTRUCTION

- “Construction Project” is defined in PCC 10500: construction, alteration, repair or improvement exceeding \$50,000
- Moving, demolishing, altering, upgrading, renovating, installing or building a structure, facility or system according to a plan or by a definite process
- REPAIR is construction: to restore property, machinery systems and facilities, including buildings roads and ground and their components to working order.
- Need to be careful, case by case analysis of repair or maintenance

MAINTENANCE

- The UPKEEP of property, machinery, systems, buildings, utility infrastructure, roads and grounds
- To keep operational and in good working order
- Preservation but not the Improvement (upgrade)
- Includes replacement of component parts if performed:
 - Routine or recurring basis
 - To bring equipment back to its fully functioning state
 - To ensure system retains useful life

Examples

**WARNING
ENTERING
MURKY WATERS!!!**

Examples

CONSTRUCTION

- Installation of new fixed classroom seating to replace old outdated seating
- Replacement of HVAC component where value of component is greater than 50% of the replacement of HVAC system
- Painting or repainting interior and exterior of building
- Installation of AV equipment requiring electrical work, conduit, affixing equipment to the walls
- Modular wall panels

MAINTENANCE

- Replacement of system component in kind
- Routine yearly maintenance on HVAC
- Planned yearly maintenance on roof to do any necessary re-caulking, examine sheet metal, clear roof drains of debris
- Inspection of tile flooring for any cracks, minor tile work to maintain integrity of flooring
- Keeping apprised of component warranty, or system useful life and planning in-kind replacement of component.

Other Murky Examples

- Carpet
- Moveable Furniture
- Lab Equipment
- Audio Visual (A/V) Equipment
- Light Bulbs

Murky Examples

Product/Commodity	Purchase Order (PO)	Grey Area	Construction Contract
Moveable Furniture	Only requires delivery and placement by user	Requires limited relocation/modification of existing structural, electrical, plumbing, and mechanical infrastructure	Requires relocation/modification of existing structural, electrical, plumbing, and mechanical infrastructure
Light Bulbs	Like for like replacement and only requires replacement in kind or “plug and play” to operate	Include minor upgrades from the original and/or require limited modification to existing structural and/or electrical infrastructure	Include upgrades from the original and/or require modification to existing structural and/or electrical infrastructure
Lab Equipment	Like for like replacement and only requires replacement in kind or “plug and play” to operate	Include minor upgrades from the original that do not require modification of existing structural, electrical, plumbing, and mechanical infrastructure	Include upgrades that require relocation/modification of existing structural, electrical, plumbing, and mechanical infrastructure
Audio Visual (A/V) Equipment	Only requires replacement in kind or “plug and play” to operate	Include some minor upgrades from the original that do not require relocation/modification of existing structural and/or electrical infrastructure	Include upgrades that require relocation/modification of existing structural and/or electrical infrastructure
Carpet	For attic stock and limited replacement without the presence of hazardous materials	Carpet for installation in smaller spaces without the presence of hazardous materials	Carpet for installation in large spaces with or without the presence of hazardous materials

Reminder:

Information shared in this presentation is intended to provide general guidance and should NOT substitute or replace the policies and procedures prescribed in

[BFB-BUS-43 Purchases of Goods and Services; Supply Chain Management.](#)

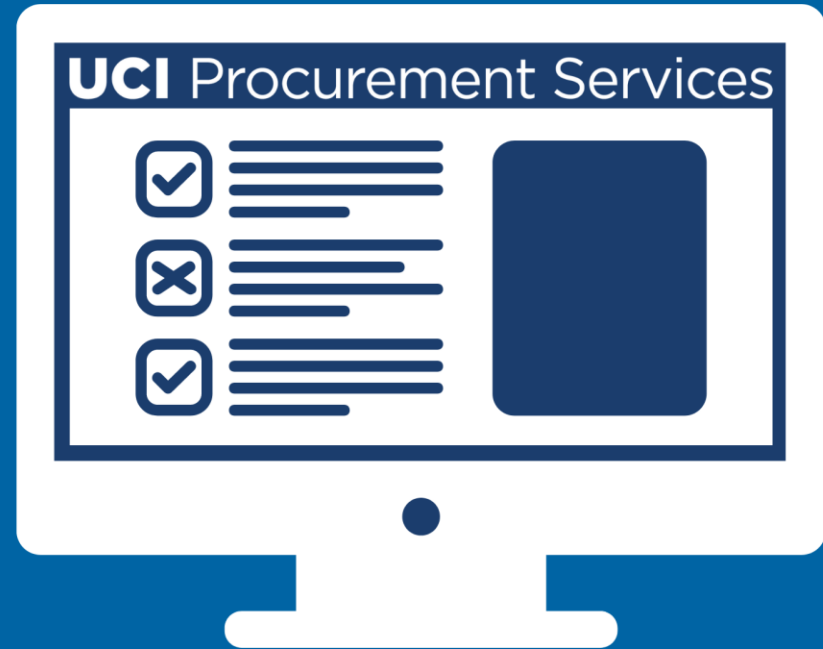
Individual buyers shall contact Procurement Services or fm-reqreview@uci.edu for more specific guidance.

Resources

- [Procurement Website](#)
- [Procurement ServiceNow](#)
- [How to Purchase Furniture at UCI](#)
- [Tangram](#)
- [UCI Design & Construction Services](#)

Survey

<https://forms.office.com/r/eR4JrykVjy>



Questions



T H A N K
Y O U !