

# BOARD OF SUPERVISORS AGENDA ITEM REPORT CONTRACTS / AWARDS / GRANTS

Requested Board Meeting Date: May 17, 2016

Contractor/Vendor Name (DBA): ISS Facility Services, Inc.

### **Project Title/Description:**

Janitorial Services Downtown Facilities

### Purpose:

Amendment of Award: Master Agreement No. MA-PO-12-651, Amendment No. Four (4). This contract amendment increases service fees for each site by 0.95%, updates Exhibit C: Service Site and Inventory Data - Downtown (Add: Public Services Building and Day Porter Service at 110-130-150 West Congress. Discontinue: 160 N Stone Avenue - Courts) and amends the County's living wage requirements. No additional funding required through remainder of term (06/30/2017).

Administering Department: Facilities Management.

### **Procurement Method:**

Pursuant to Pima County Procurement Code 11.20.010 Competitive Sealed Bidding, Solicitation #36839 was conducted. On 05/12/2012, the Board of Supervisors approved an award of six (6) contracts in a cumulative amount of \$12,786,500.00 with five (5) year terms. The award included the authority for the Procurement Director to reallocate the award amounts among the contracts without further action by the Board of Supervisors provided that the sum of the revised contract amounts did not exceed the sum of the contract award amounts. Master Agreement MA-PO-12-651 was approved for a cumulative 5-year contract amount of \$5,620,500.00.

Amendment 1: On 06/18/2013, the Board of Supervisors approved an Amendment of Award to increase service fees for each site by 3%, update Exhibit C: Service Site and Inventory Data - Downtown, amend the County's living wage requirements, and increase award by \$419,200.00 to a cumulative amount of \$6,039,700.00.

Amendment 2: On 07/01/2014, the Board of Supervisors approved an Amendment of Award to increase service fees for each site by 2.5%, amend the County's living wage requirements, and increase award by \$30,600.00 to a cumulative amount of \$6,070,300.00.

Amendment 3: On 07/07/2015, the Board of Supervisors approved an Amendment of Award to increase service fees for each site by 1.5%, update Exhibit C: Service Site and Inventory Data - Downtown, amend the County's living wage requirements, and increase award by \$666,870.00 to a cumulative amount of \$6,737,170.00.

Attachment: Master Agreement MA-PO-12-651, Amendment No. Four (4).

### **Program Goals/Predicted Outcomes:**

County buildings in the downtown area will be cleaned on a regular basis.

### **Public Benefit:**

County buildings in the downtown area will be clean and sanitary for public use.

### Metrics Available to Measure Performance:

Services performed as scheduled with periodic inspections.

### Retroactive:

No

Original Information			
Document Type:	Department Code:	Contrac	t Number (i.e.,15-123):
Effective Date:	Termination Date:	Prior Contract N	Number (Synergen/CMS):
			nount: \$
Funding Source(s):			
Cost to Pima County Gene	eral Fund:		
Contract is fully or partially	funded with Federal Funds?	☐ Yes ☐ No	☐ Not Applicable to Grant Awards
Were insurance or indemn	ity clauses modified?	☐ Yes ☐ No	☐ Not Applicable to Grant Awards
Vendor is using a Social So	ecurity Number?	☐ Yes ☐ No	☐ Not Applicable to Grant Awards
If Yes, attach the required	form per Administrative Proced	lure 22-73.	
Amendment Information			MENANTICA MENANTANI
Document Type: MA	Department Code: PO	Contract	Number (i.e.,15-123): 12-651
Amendment No.: 4		AMS Versi	on No.: <u>13</u>
Effective Date: 07/07/2016		New Termination	
⊠Expense □ Revenue		Amount T	This Amendment: \$0.00
Funding Source(s): Genera	l Fund		
		****	
Cost to Pima County Gener	al Fund: \$0.00		
		****	4
Contact: Julie K McWilliams	, Commodity Contracts Officer	Juli K. Mece	Telhanis 4/20/16 Mdbell 4/2
Department: Procurement	May 92 do	9 4/21/16	Telephone:
Department Director Signatu	Jre/Date: 1 10 20	4/25	5/16
Deputy County Administrato	r Signature/Date:	m Saula	5-2-16
County Administrator Signat		Evel	10 Lein 6/0/11
Required for Board Agenda/Adde		1000	many yapp



## **MASTER AGREEMENT**

### PIMA COUNTY, ARIZONA

### THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES CONTRACT EXECUTION

Master Agreement No: 12000000000000000651

MA Version: 13

Page: 1

Description: Janitorial Services Downtown Facilities IFB 36839

П S S Pima County Procurement Department

130 W. Congress St. 3rd FI

Tucson AZ 85701

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R

Issued By: JULIE MCWILLIAMS

Phone:

5207243718

Email:

julie.mcwilliams@pima.gov

П Е R Ш S

Initiation Date:

07-07-2015

**Expiration Date:** 

06-30-2017

NTE Amount:

\$6,737,170.00

**Used Amount:** 

\$5,039,154.45

٧ Ξ N D o R

ISS FACILITY SERVICES INC

3860 S PALO VERDE STE 308

**TUCSON AZ 85714** 

Contact:

HOWARD KORN

Phone:

520-514-5422

Email:

howard.kom@us.issworld.com

Terms:

0.0000 %

Days:

30

**Shipping Method:** 

Vendor Method

**Delivery Type:** 

STANDARD GROUND

FOB:

FOB Dest, Freight Prepaid

### Modification Reason

Increase unit pricing 0.95%, update service site and inventory data, and amend Pima County Living Wage effective 7/7/2016. All other terms and conditions remain unchanged. Attachments: Master Agreement, Amendment #4.

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All Transactions and conduct are required to conform to these documents.



## **MASTER AGREEMENT DETAILS**

Master Agreement No: 12000000000000000651

MA Version: 13

Page: 2

Line	Description					
1	Janitorial Services Downtown Facilitie	es				
	Service Contract Amt			Service From	Service To	
	\$0.00			07-07-2015	06-30-2017	
2	FREE FORM Janitorial Services					
	Service Contract Amt			Service From	Service To	
_	\$0.00			07-07-2015	06-30-2017	
3	Extra Svc Per Hour (includes washing		•			
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
4	0.0000 %		R \$14.87			
4	Extra Services Carpet Cleaning p/sqf					일본(일로 P 원인) (1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
	Discount 0.0000 %	UOM SQFT	Unit Price	Stock Code	VPN	MPN
5	Extra Services Hard Floor Strip/Wax		\$0.09			e Aurola de Carlos d
J	Discount	UOM	Unit Price	Stock Code	VPN	RATIAL
	0.0000 %	SQFT		Stock Code	VPN	MPN
6	Minimum Service Charge (if less than				April 1997	A A Court a feet with the court of
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$27.04	2.20 00		1411 14
71.	Cost for Power Wash of sidewalk p/jo	b sm up to	1000 sq ft	•	Contract to the second	mergakan didi hiji salimba a
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$27.04			
8	Cost for Power Wash of sidewalk p/jo	b sm up to	2500 sq ft		机工工 医二氏体	
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$29.75			
9	Cost for Power Wash of sidewalk p/jo		•			
	Discount 0.0000 %	UOM	Unit Price	Stock Code	VPN	MPN
10	Complete cleaning of chairs per chair	EA	\$32.45			A Committee of the Comm
10	Discount	UOM	Unit Price	Stock Code	VPN	
	0.0000 %	FA	\$2.7	Stock Code	VPN	MPN
11			UL.I		and the second	and the group of the control of the
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	ĒΑ	\$2433.97		• • • • • • • • • • • • • • • • • • • •	114 T4
12	Cost of Power Wash for A' and B' leve	l at Downt	own complex		34 (47 47 429)	
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$2433.97			
13	Cost of Power Wash for Public Works					· 我把我们的一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
14	0.0000 %	EA -	\$2433.97			
14	Cost of Power Wash for B of A Garage					
	Discount 0.0000 %	UOM EA	Unit Price	Stock Code	VPN	MPN
15	Cost of Power Wash for Legal Service		\$594.97		4,	garage and the second of the s
.0	Discount	UOM	Unit Price	Stock Code	VPN	REDAI
	0.0000 %	EA	\$1784.91	Ofock Code	ALM	MPN
	r=		- · · · · · · · ·			

## PIMA COUNTY DEPARTMENT OF FACILITIES MANAGEMENT

PROJECT: Janitorial Services for Downtown Facilities

CONTRACTOR: ISS Facility Services, Inc.

CONTRACT NO.: MA-PO-120000000000000000651

**CONTRACT AMENDMENT NO.:** Four (04)

CONTRACT

NO. MA-PO-12-651

AMENDMENT NO. \_\_O4

This number must appear on all invoices, correspondence and documents pertaining to this

contract.

 ORIG. CONTRACT TERM: 07/01/12 – 06/30/17
 ORIG. CONTRACT AMOUNT: \$ 5,620,500.00

 TERMINATION DATE PRIOR AMENDMENT: 06/30/2017
 PRIOR AMENDMENTS: \$ 1,116,670.00

 TERMINATION THIS AMENDMENT: 06/30/17
 AMOUNT THIS AMENDMENT: \$ 0.00

 REVISED CONTRACT AMOUNT: \$ 6,737,170.00

### CONTRACT AMENDMENT

WHEREAS, COUNTY and CONTRACTOR entered into a Contract for services as referenced above; and

WHEREAS, CONTRACTOR and COUNTY, pursuant to Article III – Compensation and Payment, have agreed to a 0.95% increase in Unit Price of Exhibit B; and

WHEREAS, CONTRACTOR and COUNTY, pursuant to Article III – Compensation and Payment, have agreed to update Exhibit C: Service Site and Inventory Data; and

WHEREAS, CONTRACTOR and COUNTY, pursuant to Article III – Compensation and Payment, have agreed to increase Living Wage in Exhibit D in order to be in compliance with COUNTY'S annual adjusted rate.

NOW, THEREFORE, it is agreed as follows:

### **CHANGE**: ARTICLE III - COMPENSATION AND PAYMENT:

Remove Exhibit B (AM03): Unit Prices (Net 30 Days Payment Term) in its entirety and replace with **Exhibit B (AM04): Unit Prices (Net 30 Days Payment Term) - Downtown**.

And

Remove Exhibit C (AM03): Service Site and Inventory Data in its entirety and replace with **Exhibit C** (AM04): Service Site and Inventory Data - Downtown.

And

Remove Exhibit D: Living Wage Requirements and Certificate in its entirety and replace with **Exhibit D (AM04): Living Wage Requirements and Certificate**.

The effective date of this Amendment shall be July 7, 2016.

All other provisions of the Contract, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

IN WITNESS THEREOF, the parties have affixed their signatures to this Amendment on the dates written below.

PIMA COUNTY	CONTRACTOR
Chair, Board of Supervisors	Authorized Officer Signature
Date	Howard Kom Co. M. Printed Name and Title
	<u>4/18/16</u> Date
ATTEST	
Clerk of Board	
Date	
APPROVED AS TO FORM	
Tobin Rosen, Deputy County Attorney	

### EXHIBIT B (AM04): UNIT PRICES (Net 36 Days Payment Term) - Downtown

Line #	Location Downtown Facilities *Employees need security check clearance	Address	Current Freq. of Service (days)	Approximately Cleaning Sq. Ft.	Pricing for Standard Service*	Pricing for Full Service*	Extended Annual	Site Specific Services	Hours Available to Clean	Day Service	Night Service	Day Porter	Potential Weekly Minimum
	DOWNTOWN COMPLEX												Manhours
1	Administration West (6 floors)	150 W. Congress	M-F	90,000	56,476.38	\$13,496.78	577 716 60	Includes paint shop	74 limit piett				611.C
2	Central Plant	190 W Penington	Ņ-F	6,517		\$681.79	\$8,181.53		24, limit right	yes	yes	yes	
3	Administration Bidg. A Level, Fl. 1-11, B level caleteria	130 W. Congress	₩-F	94,000		\$14,261.97	\$82,122.68		24. limit night	yes	yes	yes	
4	Superior Court General Cleaning* (11 floors)	110 W. Congress	M-F	170,000		\$21,783.10	\$125,430.55	Courts after every use, emblem no buffing	24, limit night	yes	yes	yes	
5	Superior Court Restrooms/Kilchens*	110 W. Congress	M-F	26,000		\$4,913.66			5 pm to 2 am	yes	yes	yes	COLUMN DAY COLUMN
5	B-Level Holding Cells	110 W. Congress	M-F	2,500		Turnish John S. S. B. H.		More than once a day often required	6 am to 12 am	yes	yes		
-	Old Columeiale (2 fours, Lassment)			2,500	n/a	\$342.53	\$4,110.37	Courts after every use,	6 am to 12 am		yes .		
	Restuction in Service 9-01,4 27,1 5 2nd fill closed 1:01.16	115 N. Church	M-F	81,000	\$0.00	50.00	\$0.00		6 am to 12 am		yes	yes	
8	El Presidio Garage Offices / RRms	115 N. Church	Sunday's	531	n/a	\$0.00	50 00	2nd fl 4 restrooms, ground fl 2	6 am to 12 am		yes		4.0
9		165 W. Alameda	M-F	1,700	\$130.88	\$272.76	\$1,570.59		6 am to 12 am	yes			
10	Government Center Recycling	Various locations	1 x week		\$1,034.89	n/a	\$12,418.72		6 am lo 12 am	yes			
HURENE	LEGAL SERVICES BUILDING (LSB) AREA												171.0
11	Legal Services Building (20 floors, basement)	32 N. Stone	M-F	170,000	\$10,574.03	\$22,036.27	\$126,888.33		6 am to 7 pm	yes			
12	Legal Services Recycling	LSB Building	1 x week		51,034.89	n/a	\$12,418.72		6 am to 7 pm	yes			
10400	BANK OF AMERICA BUILDING							2 restaurants not cleaned					186.0
13	Bank of America Building (16 floors)	33 N. Stone Ave.	M-F	130,000	\$8,645.21	\$18,016 61	\$103,742,47	intenor Windows must be cleaned	5 pm to 2 am		yes	on demand	
****	Bank of America Building - Private Tenants	33 N. Slone Ave.	M-F	80,000	\$5,329.19	\$6,053,78	\$72,645,37	Vacuum, mop, every day	5 pm to 2 am		ves	on demand	
15	Bank of America Building - Recycling	33 N. Stone Ave.	1 x week		\$1,034.89	nia			Bam to 5 pm	yes		di demand	
	PUBLIC WORKS CENTER												I HEISTER BURGE
16	County Side (9 floors)	201 N.Stone	M-F	122,000	\$7,128.81	\$14,856.44	\$85,545.69						244.5
17	City Side (6 floors)	201 N. Stone	M-F	58,000	\$5,377.39	\$5,816.22	l''''		6 am to 7 pm	yes		yes	HARMAN
18	Public Work Recycling	201 N. Stone	1 x week		\$1,034.89		<b></b>		6 am to 7 pm	yes		yes	i iliginistanini
	VARIOUS COUNTY BUILDINGS				\$1,034.89	n/a	\$12,418.72			yes	yes		
19	Flood Control - 97 E. Congress (3 floors, basement)	97 E. Cangress						Courts after every use,					
20	Joel Valdez Main Library (4 floors, basement)		M-F	42,000		\$7,047.73	\$40,581.94		5 pm to 2 am		yes		89.0
21	Health-Teresa Lee	101 N. Stone Ave	7 x week full	98,000	3.41	\$13,847.59	\$166,171.12	Day porter 5 days, 8 hours (8 hrs 7-12)	8 pm to 8 am		yes	yes	200.0
22	School Administration Building (4 floors, basement)	1493 S Commerce CI	M-F	9,700		\$1,391.78	\$16,701.35		5 pm to 2 am		yes		26.5
	El Banco Building	200 N Stone	M-F	23,395	\$1,492.84	\$3,111.07	\$17,914.05	Building will be fully occupped by June	5 pm to 2 am		yes		45.0
23		801 W Congress	M-F	5,500	\$502.04	\$1,046.24	\$6,024,44		6 am to 12 am		yes		20.0
24	160 N Stone - Courts (3 floors) Closed 2-01-15	150 W Congress	M-F	17,480									
25	Day Porter 110-130-150 Complex	150 W Congress	M-F	10,000	\$1,531.57	\$3,191.80	\$18,378.89	Clean and empty trash around complex, cardboard bales, powerwash exterior	6 am to 10 am		yes		20.0

### EXHIBIT B (AM04): UNIT PRICES (Net 30 Days Payment Term) - Downtown

Line#	Location Downtown Facilities *Employees need security check clearance	Address	Current Freq. of Service (days)	Approximately Cleaning Sq. Ft.	Pricing for Standard Service*	Pricing for Full Service*	Extended Annual	Site Specific Services	Hours Available to Clean	Day Service	Night Service	Day Porter	Potential Weekly Minimum Manhours
26	Pubio Services Building	240 N Sione	M-F	295,000	\$21,253 42	\$26,499.25	\$317,991.05	Day Porter 5 days, 6 hours for restrooms	6 pm to 8 am		vea		220.5
27	Total Monthly Cost Service Listed Above					\$120,845.88							
28	Total Yearly Cost Listed Above (Line #27 x 12 MO)						\$1,450,150.57						
29	Add'l Services Listed Below Total Yearly Cost (Line#46)						\$59,979.35						
ac	2015-2017 Grand Total Yearly (Line # 28 + #29)						\$1.510.129.92						

	Additional Services Per Exhibit A: Scope of Services		UIP\$ Monthly	Est. Annual Usage Q'ty	Est. Monthly Usage O'ty	Price Month
31	Extra Services Rate Per Hour (includes washing ext grid floor windows)		\$14.87	720	60	\$892.46
32	Extra Services Carpet Cleaning p/sqft		\$0.09	48144	4,012	\$369 98
33	Extra Services Hard Floor Strip/Wax p/sqfl		\$0.16	48144	4,012	\$651.01
34	Minimum Service Charge (if less than one hour)		527.04	120		5278.44
35	Cost for Power Wash of sidewalk p/job sm up to 1000 sq ft		527.04	48		\$108.18
36	Cost for Power Wash of sidewalk p/job mdm up to 2500 sq ft		529.75	48		\$118.99
37	Cost for Power Wash of sidewalk p/job lrg over 2500 - 4000 sq ft		532.45	60		\$162.26
38	Complete cleaning of chairs per chair		\$2.70	3600		5811.32
39	Add'l Services Total Monthly Cost (Lines 28 -35)			HATTA BELLEVILLE		\$3,384,64
40	Add') Services Total Yearly Cost (Lines #37 x 12)			*********	***************************************	\$40.615.73
	Additional Services Per Exhibit A; Scope of Services		U/P\$ Each	Approximate Sq Ft		Price Per Year
41_	Cost of Power Wash for El Presidio Garage	Pennington St	\$2,433.97	231,592	1	\$4,867,95
42	Cost of Power Wash for A' and B' level at Downtown complex	110-150 W Congress	\$2,433.97	227,669		\$4,667.95
43	Cost of Power Wash for Public Works Garage	Alameda St	\$2,433,97	258,769		\$4,867.95
44	Cost of Power Wash for B of A Garage	33 N Stone (church st)	\$594.97	11,365		51,189,94
45	Cost of Power Wash for Legal Services Garage	N Scott Ave	\$1,784.91	33,400		\$3,569.83
46	Add'i Services Total Yearly Cost (Line #40+#41+#42+#43+#44+#45)				L per annual	\$59,979,35

information provided on this sheel is as close to accurate as possible but the COUNTY cannot guarantee its verseity and recommends verification by vendor

Potential Minimum Weekly Manhours is provided as a guideline but not intended to suggest what the actual hours may be.

<sup>\*</sup> Yellow area (shaded) represents current service level. The bid will be evaluated by current service level. Please provide alternate pricing for increased or reduced service level for possible future adjustments.

### EXHIBIT C (AMOA): SERVICE SITE AND HIVEHTORY DATA - DOWNTOWN

Part																			1										GROUP 1. DOWNTOWN FACEITIES	
Part	Soap re Dragemen			Type Tower	Cimer Surface				Locier Rooms	Thowar Stafe	ret 3	rs Sinta Texa		Total Tallet Seal Ompensors			Waterway	Total Urmale Water	Total RR Stalfs	Total Kitcheres	Total RR				and the same of		Gjarym Fres, u Gerrice (says)	(;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;	Employeas need sectiony check clearance is	
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### **EXHIBIT D (AM04): LIVING WAGE REQUIREMENTS AND CERTIFICATE**

This solicitation is subject to the Pima County living wage requirements as provided in the Pima County Procurement Code section 11.38 which specifies that a living wage requirement be included in County contracts for specific services.

Contractors entering into eligible contracts with Pima County for the covered services shall pay a living wage to their eligible employees for the hours expended providing services to Pima County. Eligible employees shall receive a wage not less than \$11.85 per hour. A contractor may pay its eligible employees a wage of no less than \$10.55 per hour if the contractor provides health benefits with a monthly value at least as high as the difference between that wage and a monthly wage based on \$11.85 per hour. Contractors shall include all costs necessary for complete compliance to the living wage requirement. Pima County Title 11. Chapter 38. *Pima County Living Wage* can be referenced at the following link.

https://www.municode.com/library/az/pima\_county/codes/code\_of\_ordinances?nodeld=TIT11PICOPRCO\_CH11.38PICOLIWA

In bid preparation, Contractors will need to consider the possibility of increased administrative costs. The following is a brief description of key Living Wage reporting requirements. These are not limited to but include:

One time reports: Due at the beginning term of each contract/renewal

- -> Payroll calendar
- -> Certificate of Living Wage Payments Form
- -> Master Listing of employees eligible to work on Pima County jobs
- -> Listing of Subcontractors to be used (if applicable)

<u>Staffing Plans, Including Subcontractors</u> (work schedules): Due <u>prior</u> to work performed to enable the Compliance Officer to rate check and interview employees; *If there is not sufficient time prior to performing work, then a plan must be submitted as soon as possible after work is performed*:

- -> Name of employee(s) who will be working
- -> Where work is performed
- -> Approximate time-frame work will be performed
- -> Revised plan IF any information changed from the original staffing plan

Payroll Reports: Must be provided to the Compliance Officer 7 days after EVERY pay period

- -> Statement of Compliance
- -> Payroll Summary Reports:
  - Name of all employees on a Pima County job
  - Total hours worked/rate of pay/gross pay/paycheck number
  - Support documentation for this information
  - Signed "Statement of Compliance" even if no payroll performed

<u>Subcontracted Labor</u> (*if applicable*): Packets are required to be submitted to Pima County's Compliance Officer as soon as the Subcontractor is issued payment. This includes:

- -> A letter signed by subcontractor indicating that laborers associated with the work billed on their attached invoice were paid at or above the Living Wage required rate.
- -> the check # and date which this invoice was paid should be noted.
- -> Attach the appropriate staffing plans (work schedules) of the subcontractor to this invoice. The subcontractor employee payroll check# needs to be noted beside their employee (s) name.

(Remainder of page intentionally left blank)



### PIMA COUNTY PROCUREMENT

130 W CONGRESS ST., 3RD FLOOR TUCSON, ARIZONA 65701-1317 TELEPHONE (520) 724-8101, FAX (520) 222-1484

### **CERTIFICATION OF LIVING WAGE PAYMENTS**

This firm certifies that it will meet all specifications, terms, and conditions contained in the Living Wage Contract Ordinance; <u>AND</u> that if labor is subcontracted, subcontractors will be held to the exact terms that are required of this firm.

Yes_X No If no, you must	explain all deviations in writing.
Company Name: ISS FACTOR	Y Sorricos, Inc.
Description of Services: Tan/ tolla	or Sorriers
Job Location: MTO, Mr. Out L	ying A, Ourlying & Deal ntewn &
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Phone:	Fax:
Plan or Program Number	Type of Benefit:
Total premium paid per month	Amount paid by employee:
(Attach pages i	f needed for additional providers)
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Revised 10/22/15