

City Council Agenda Summary Sheet (Purchases)

Agenda No: 2004-1116
Date: November 15, 2004
Prepared By: Gregory L. Walterhouse, Fire Chief
City File No:

Meeting Date: December 8, 2004

PURPOSE:

City Council approval to issue a blanket purchase order to AccuMed Billing, Inc. in the amount not-to-exceed \$93,780 through December 31, 2005.

DISCUSSION:

Since the Fire Department is a licensed transporting agency, we are able to seek reimbursement for equipment and supplies used during medical incidents.

An RFP process was utilized in 2002 to select AccuMed Billing, Inc. The proposal includes a yearly option to renew for a 5-year period. The billing company's responsibilities include collecting run reports, generating medical bills and handling collections. All monies received from collections are deposited directly into the City's accounts. AccuMed charges the City 10% of collections and invoices the City monthly.

The blanket purchase order includes \$13,780 for remaining 2004 fees and \$80,000 for 2005 fees for a total not-to-exceed amount of \$93,780 through December 31, 2005.

FISCAL INFORMATION:

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
206 Fire	344.801000	EMS Contractual Services - 2004	\$50,000	\$73,780	(\$23,780)
206 Fire	344.801000	EMS Contractual Services - 2005	\$80,000	\$80,000	0

The 2004 current budget has \$50,000 for EMS billing services. A 2004 budget amendment will be requested for \$23,780, to increase the budget to \$73,780. Offsetting revenue is booked in account 206.608010. This will be adjusted to \$700,000 for 2004. Budgeted expenditures are not exactly 10% of EMS budgeted revenue, as there is a slight timing difference when booking revenues and expenditures at the fiscal years change over.

Vendor Name and Address:

AccuMed Billing, Inc.
PO Box 2122
Riverview, MI 48192

Method of Purchase:

Contract/Blanket Purchase Order

RECOMMENDATION:

It is recommended that City Council approve a blanket purchase order for AccuMed Billing, Inc. in the amount of \$93,780 through December 31, 2005.

Department Authorization: Gregory L. Walterhosue, Fire Chief

Reviewed by:

Fiscal: *Julie Jenuwine*

Purchasing: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA