

**CITY OF WARREN**  
*Office of the Council Secretary*

**Item 4k**

**INTER-OFFICE COMMUNICATION**

**DATE:** November 18, 2025

**TO:** Wilburt McAdams, Fire Commissioner

**SUBJECT:** Recommendation from the RFP Panel for Ambulance Fee Billing and Collection Services to award the contract to EMS Management & Consultants, Inc., for a four (4) year period with the option to renew for two (2) additional three (3) year periods and authorize the Mayor and Clerk to sign the attached contract. Expenditure will be based on the revenues collected. CONSIDERATION AND ADOPTION OF A RESOLUTION.

At a Regular meeting of the City Council held Tuesday, November 18, 2025 Council made the formal motion to approve the above listed item

Trusting this information to be of value.

A handwritten signature in blue ink that reads "Mindy Moore". The signature is written in a cursive, flowing style.

Mindy Moore  
Council Secretary

cc: Attorney  
Clerk  
Mayor

4k

**RESOLUTION**

Document No: RFP-W-1602

Product or Service: Ambulance Fee Billing and Collection Services

Requesting Department: Fire

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on November 18, 2025 at 7 p.m. Eastern Daylight Saving Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: Boike, Dwyer, Lafferty, Magee, Moore, Newnan, Rogensues

ABSENT: Councilmembers: None

The following preamble and resolution were offered by Councilmember Moore and supported by Councilmember Lafferty.

The Fire Department sought a qualified vendor to furnish Ambulance Fee Billing and Collection Services for the City.

On Wednesday, October 1, 2025, electronic Requests For Proposals were publicly opened for RFP-W-1602; To Provide EMS Billing Services for the City of Warren. The RFP document required the firms to provide qualification and pricing information pertaining to furnishing ambulance fee billing and collection services.

The City of Warren acted as the lead agency for local municipalities such as Rochester Hills, Sterling Heights, Farmington Hills, St. Clair Shores, and others.

Five proposals were received and sent to the review panel members and, subsequently, the review panel met to evaluate the merits of each proposal.

The review panel determined that the proposal submitted by EMS Management & Consultants, Inc. (EMS MC), 2540 Empire Drive, Suite 100, Winston-Salem, NC 27103 best met the City’s vision for furnishing ambulance fee billing and collection services.

EMS MC shall extend this agreement to other municipalities. EMS MC will be charging an all-inclusive fee of net collections based on the Annual Billable Trip Volume and the Cash Per Trip Amount. EMS MC may also negotiate a different rate based on any special requirements of the municipality, such as having EMS MC fund the municipalities’ reporting software within the EMS MC’s billing fee.

EXTENDABLE PRICING MODEL FOR OTHER MUNIICIPALITIES			
ANNUAL TRIPS GREATER THAN 5,000		ANNUAL TRIPS LESS THAN 5,000	
Cash Per Trip	Fee	Cash Per Trip	Fee
\$200 - \$299	7.5%	\$200 - \$299	8.75%
\$300 - \$375	5.00	\$300 - \$375	6.00%
\$375+	3.95%	\$375+	4.95%

THEREFORE, IT IS RESOLVED, that EMS MC is hereby awarded ambulance fee billing and collection services, per the executed contract and proposal document (RFP-W-1602), for a period of four years with the option to renew for two additional three-year periods (total of a possible ten years). The award shall commence on December 9, 2025. The City of Warren shall be charged a 3.95% fee of net collections.

Funds are available in the Fire Department Contractual Services Account: 101-1336-80100.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

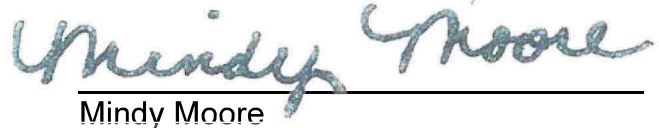
☒ Proposal Document  
☒ Contract  
☒ Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: Moore, Lafferty, Boike, Dwyer, Magee, Newnan, Rogensues

NAYS: Councilmembers: None

RESOLUTION DECLARED ADOPTED this 18th day of November, 2025.



Mindy Moore  
Mindy Moore  
Secretary of the Council

**CERTIFICATION**

STATE OF MICHIGAN    )  
  ) SS.  
COUNTY OF MACOMB    )

I, Sonja Buffa, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certifies that the foregoing is a true and correct copy of the resolution adopted by the Council of the City of Warren at its meeting held on

November 18, 2025.

Sonja Buffa  
City Clerk