

RESOLUTION NO. 2015-_____

A RESOLUTION AWARDDING CONTRACT TO DM MEDICAL BILLINGS, LLC, GIBBSBORO, NJ FOR THE FURNISHING OF EMS BILLING SERVICES FOR THE VINELAND DEPARTMENT OF HEALTH, EMS DIVISION.

WHEREAS, the City of Vineland has heretofore advertised for bids for the furnishing of EMS Billing Services for the Vineland Department of Health, EMS Division, for the period of two (2) years beginning January 1, 2016, in accordance with specifications on file in the office of the Purchasing Agent; and

WHEREAS, on September 22, 2015, bids were received, duly opened and read aloud, being referred to the Assistant Business Administrator for tabulation, evaluation, report and recommendation; and

WHEREAS, the Assistant Business Administrator has, under date of December 1, 2015, submitted a written report and tabulation of the bids received and has recommended that contract for the furnishing of EMS Billing Services for the Vineland Department of Health, EMS Division, be awarded to DM Medical Billings, LLC, Gibbsboro, NJ, in the amount of 5.65% of Amount Collected (by the City of Vineland for Claims billed by vendor), said bid being the lowest qualified bid received and considered in the best interest of the City of Vineland; and

WHEREAS, the following bidder has been disqualified

<u>VENDOR</u>	<u>REASON</u>
Digitech Computer Inc., Briarcliff Manor, NY	There was no Corporate Seal of Surety Company affixed to this vendor's Surety Form
PST Services Inc., Alpharetta, GA	This vendor failed to demonstrate the requisite experience for this contract;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Vineland that said contract for the furnishing of EMS Billing Services for the Vineland Department of Health, EMS Division, for the period of two (2) years beginning January 1, 2016, be and the same is awarded to DM Medical Billings, LLC, Gibbsboro, NJ, on their bid in the amount of 5.65% of Amount Collected (by the City of Vineland for Claims billed by vendor), said bid being the lowest qualified bid received and considered in the best interest of the City of Vineland, and the Purchasing Agent be and the same is hereby authorized and directed to issue purchase order contract for the same in behalf of the City; and

BE IT FURTHER RESOLVED that the City Comptroller has certified that the funds for the contract to be awarded herein are available.

Adopted:

President of Council

ATTEST:

City Clerk



December 1, 2015

REPORT TO: THE MAYOR AND COUNCIL

RE: Proposals Submitted to the Purchasing Board 11/10 & 9/22/15

Dear Mayor and Members of Council:

Submitted to you herewith for your consideration is our evaluation of the proposals submitted to the Purchasing Board on November 10, and September 22, 2015.

FURNISHING AND DELIVERY OF BUTTERFLY VALVES, RESILIENT WEDGE VALVES & TAPPING SLEEVES FOR THE VINELAND WATER UTILITY, FOR A PERIOD OF ONE YEAR FROM DATE OF AWARD, WITH OPTION FOR AN ADDITIONAL YEAR

It is the recommendation of Water Utility Management Personnel and the Director of Municipal Utilities, which has the concurrence of the Purchasing Agent and the Assistant Business Administrator that a contract be awarded to the low bidder, Water Works Supply Co., Inc., Pompton Plains, NJ, in the amount of \$37,693.53.

FURNISHING OF EMS BILLING SERVICES FOR THE VINELAND DEPARTMENT OF HEALTH, EMS DIVISION, FOR THE PERIOD OF TWO (2) YEARS BEGINNING JANUARY 1, 2016

It is the recommendation of the Director of the Department of Health, City Solicitor and EMS Chief, which has the concurrence of the Assistant Business Administrator that a contract be awarded to the lowest qualified bidder, DM Medical Billings, LLC, Gibbsboro, NJ, in the amount of 5.65% of Amount Collected (by the City of Vineland for Claims billed by vendor).

The Surety Form of the low bidder, Digitech Computer Inc., Briarcliff Manor, NY did not have the required Corporate Seal of Surety Company affixed to their form and the second low bidder, PST Services Inc., Alpharetta, GA failed to demonstrate the requisite experience for this contract.

We trust that the above recommendation will receive your favorable consideration and that the recommended resolutions will be adopted as presented.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert Dickenson", with the initials "FOR RD" written to the right of the signature.

Robert Dickenson
Assistant Business Administrator

/wr



BID EVALUATION FORM

DEPARTMENT Health, EMS

Date: 11/23/2015

The undersigned recommends that a contract be awarded for the following:

1. Bid Title: Ambulance Billing Service

2. Amount to be Awarded: 5.65%

Encumber Total Award

Encumber by Supplemental Release

3. Engineer's Estimate: 5.95%

4. Amount Budget: \$ 5.95%

5. Account Number to be Charged: 001-0-29-35-3503-1-5023038

6. Date Bids Received: September 22, 2015

7. Date to be Awarded: December 22, 2015

8. Recommended Vendor: DM MEDICAL BILLINGS, LLC

9. Is Recommended Vendor the Apparent Lowest Bidder? Yes No

10. Comments/Special Instructions: Contract and encumbrances to begin CY 2016

11. Evaluation Performed by: R. Tonetta, Y. Lewis, A. Lincks

12. Approved By: Dale Jones 11/23/15

Dale Jones, Director

13. Attached: (Check-Off List)

- Tabulation of Bids
- Justification for Vendor Recommendation (if applicable)
- Evaluation Data (if applicable)

Send copies to:
Purchasing Division
Business Administration

**Justification for Vendor Recommendation
in the matter of Ambulance Billing Service
contract last bid on September 22, 2015
For the Vineland EMS Division**

Bids for ambulance Billing Service were received on September 22, 2015. Three bids were received.

Digitech Computer, Inc.	4.75%	requires rejection*
PST Services, Inc.	5.00%	requires rejection**
DM Medical Billings, LLC	5.65%	requires award ***

* Digitech Computer, Inc., failed to present required corporate disclosure information with their bid.

** PST Services, Inc. has failed to demonstrate the requisite experience for this contract.

***DM Medical Billings, LLC is the lowest responsible bidder meeting the specifications.

TABULATION OF BIDS
EMS BILLING SERVICE
SEPTEMBER 22, 2015

Engineers Estimate 5.95%

	DIGITECH COMPUTER, INC. 555 PLEASANTVILLE ROAD SUITE 110N BRIARCLIFF MANOR, NY 10510	PST SERVICES, INC. 5995 WINDWARD PARKWAY ALPHARETTA, GA 30005	DM MEDICAL BILLINGS, LLC 88 LAKEVIEW DRIVE GIBBSBORO, NJ 08023
BB, CAC, CEC	BB \$2,500	BB \$2,500	OFFICIAL CHECK \$2,500
Surety	*	YES	YES
Stock Discl.	NOT COMPLETE	YES	YES
Affir. Action	YES	YES	YES
Check List	YES	YES	YES
Proposal	YES	YES	YES
Discl. Iran	YES	YES	YES
Doc. Experience	TO BE EVALUATED BY EMS	TO BE EVALUATED BY EMS	TO BE EVALUATED BY EMS
References	TO BE EVALUATED BY EMS	TO BE EVALUATED BY EMS	TO BE EVALUATED BY EMS
% Amount Collected	4.75%	5.00%	5.65%

*** No Corporate Seal of the Surety Company Affixed to Surety Form**

Specifications e-mailed to the following:

Cape Medical Billing
 ARC Medical Billing
 Ambubill
 Ambulance Billing Co., LLC
 The Smith Legal Group LLC
 Strategic Billing Enterprise
 Healthcare Billing Inc.
 Net Gain Marketing
 Universal Medical
 DL Health Claim Solutions, LLC

Notice also sent to:

ABA Therapy Bill Serv. LLC
 ACOM Solutions Inc.
 Allegiance billing & Consulting LJWFS Services Inc.
 ADP Advanced MD, Inc.
 Apollo Health Street Inc.
 ARC Medical Billing
 Cymetrix Corp.
 DR Medical Billing Assoc. LLC
 Elite Physicians Services Inc.
 Global Health Management Services LLC
 Visionary Billing Services LLC
 WCH Service Bureau, Inc.

Project Summary									
Department of Health									
Emergency Medical Service Division									
<p>This project is the acquisition of a vendor for ambulance billing services. The funding source is the city budget, within the Department of Health, Emergency Medical Service Division. Pursuant to City ordinance, the EMS Division bills for services as permitted by law. This function is outsourced for efficiency and fiscal prudence. The contract will call for payment to the vendor based on revenue recovered as a percentage of that revenue. The specifications require experience and fiscal controls to protect the City's interest. EMS billing recovers more than 2 million dollars annually. The City's work side of this recovery is primarily a function of the EMS administration. Earlier this year we bid this project. This specification has been changed at I.F. Section 1 was added to describe our desire to move into electronic patient care reporting. In Section III. E. and F. we removed the requirement for experience and require only the capability to perform the enumerated task when required.</p>									