



City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 22-404, **Version:** 1

Item #: C-9.

CC - Approval of a Five-Year Professional Services Agreement with Wittman Enterprises, LLC for Ambulance Billing and Collection Services in an Amount Not-to-Exceed \$105,450 for the First Two Years, and Authorization to the City Manager to Approve Contract Amendments in an Amount Not-to Exceed 20% during the Course of the Agreement.

Meeting Date: October 25, 2021

Contact Person/Dept: Daniel Dobbs/Fire Department

Phone Number: (310) 253-5912

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Public Hearing: ☐ **Action Item:** ☐ **Attachments:** ☐

Commission Action Required: Yes ☐ No ☒ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (10/20/2021)

Department Approval: Kenneth Powell, Fire Chief (10/12/2021)

RECOMMENDATION

Staff recommends the City Council (1) approve a five-year professional services agreement, ending June 30, 2026, with Wittman Enterprises, LLC for Ambulance Billing and Collection Services in an amount not-to-exceed \$105,450 during the first two years of the agreement; and (2) authorize the City Manager to approve contract amendments in an amount not-to-exceed 20% during years one through five of the agreement.

BACKGROUND/DISCUSSION

The Culver City Fire Department has been using Wittman Enterprises, LLC (Wittman) for Ambulance Billing and Collections Services since 1996. Wittman collects nearly two million dollars a year in ambulance transport revenue for the City of Culver City. The Fire Department has been extremely satisfied with Wittman's customer service towards the Fire Department and towards the community. Wittman has been responsive to the Fire Department's needs and has been quick to incorporate new technologies over the course of a 25-year relationship. Wittman has established similar relationships with many other fire departments in the surrounding communities and are the benchmark in this field.

The Fire Department looks to continue work with Wittman for another contract term of five years. Department Staff have reviewed the City of Beverly Hills' February 2020 Bid Number 20-200-01, subsequent reports, and awarded contract. Staff note that Wittman's diligent and thorough work meets the City's high standards.

This procurement is exempted from formal bidding procedures per Culver City Municipal Code Section 3.07.055.G, which exempts bidding requirements where competitive bid procedures have already been utilized by the City or another public agency. Because ambulance billing and collection services as supplied by Wittman Enterprises, LLC have previously undergone competitive solicitation procedures with the City of Beverly Hills and Wittman Enterprises, LLC has agreed to offer ambulance billing and collection services under the same terms and conditions to the City of Culver City, this procurement meets this requirement.

FISCAL ANALYSIS

Under the terms of the Agreement, the City will pay Wittman Enterprises, LLC the following amounts per patient care report processed: \$21.00 for the first two years of the agreement, plus \$5.82 for software licensing and hardware fees and \$1.30 to mail out customer satisfaction surveys. The estimated number of transport-related patient care reports is approximately 3,750 per fiscal year, which translates to approximately \$105,450 for the first two years of the agreement and \$105,450 plus Consumer Price Index increases for years three through five of the agreement.

As the number of ambulance transports vary annually, Staff is requesting the City Council authorize the City Manager to approve contract amount increases not-to-exceed 20% of the previous year's contract amount during the course of the agreement period.

The City Council Adopted Budget for Fiscal Year 2021/2022 includes sufficient funding in 10145300.619100 - Fiscal Services to cover the cost of the proposed services. Service costs for additional years will be incorporated into future budgets.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve a five-year professional services agreement, ending June 30, 2026, with Wittman Enterprises, LLC to provide ambulance billing and collection services in an amount not-to-exceed \$105,450 for the first two years; and,
2. Authorize the City Manager to approve change orders, during the course of the agreement, not-to-exceed 20% of the previous year's contract amount; and,
3. Authorize the City Attorney to review/prepare the necessary documents; and,

4. Authorize the City Manager to execute such documents on behalf of the City.