

**ADMINISTRATION**

**Kristine Tallent**  
Assistant City Administrator/CFO  
Finance & Administration



**Dr. Ken Moore**  
Mayor

**Eric S. Stuckey**  
City Administrator

June 26, 2019

Ms. Amelia Pope, Branch Manager  
Brenntag Mid-South, Inc.  
1405 Hwy 136 West  
PO Box 20  
Henderson, KY 42420

**HISTORIC  
FRANKLIN  
TENNESSEE**

(sent via e-mail to [apope@brenntag.com](mailto:apope@brenntag.com))

Re: City of Franklin Purchasing Office solicitation no. 2016-003  
(supply and delivery upon demand of muriatic acid (hydrochloric));  
City of Franklin contract no. 2015-0363;  
third option to extend term of service; notice of intent to exercise

Dear Ms. Pope:

The City of Franklin seeks to exercise the third of three options to extend the term of service with Brenntag Mid-South, Inc. for the purchase referenced above.

As you recall, the effective date of the award was December 2, 2015. In accordance with the referenced solicitation, the term of this award was to terminate June 30, 2017 but at any time prior to or upon the expiration of this term of service, the City and the vendor awarded the contract may, by mutual consent, exercise an option to extend the term of service three times, each time for up to (1) additional year, provided: (a) that both parties consent to such an extension at that time; (b) that the decision to exercise such an extension is memorialized in writing and is executed by authorized representatives of each party; (c) that the same terms and conditions that apply to the original term of award shall also apply to such an extension, including pricing; and (d) that if the vendor chooses not to consent to an extension to the term of award, then it shall notify the City of that decision a minimum of six (6) months in advance of the scheduled expiration of the term of award. Note that the City and the vendor awarded the contract each retain the non-exclusive right, with or without cause, not to extend the term of service.

Please accept this letter as the City's notice of its intent to exercise this third option to extend the term of service, effective July 1, 2019 and through June 30, 2020. If Brenntag Mid-South, Inc. consents to this extension, please:

- so indicate by signing below and returning this letter to me; and
- update the City's file by providing, by July 3, 2019, the City with one or more certificates of insurance for current coverage that meets or exceeds the City's insurance requirements as indicated or referenced in the procurement agreement / contract pertaining to this procurement.

On behalf of the City of Franklin, thank you for your interest in continuing to do business with the City. Please let me know if you have any questions or concerns.

Sincerely,

*Brian W. Wilcox*

Brian W. Wilcox  
Purchasing Manager  
615/550-6614

[brianw@franklintn.gov](mailto:brianw@franklintn.gov)

cc: City of Franklin Water Management Department Water Reclamation Facility Superintendent Juan Davis  
City of Franklin Water Management Department Administrative Assistant Melinda White  
City of Franklin Purchasing Analyst Suzanne Ward

**Option to extend term of service through June 30, 2020 accepted by Brenntag Mid-South, Inc.:**

*Amelia Pope*  
\_\_\_\_\_  
Signature of vendor's authorized representative

*Branch mgr*  
\_\_\_\_\_  
Title of vendor's authorized representative

*7/23/19*  
\_\_\_\_\_  
Date