

ADMINISTRATION

Kristine Tallent  
Assistant City Administrator/CFO  
Finance & Administration



Dr. Ken Moore  
Mayor

Eric S. Stuckey  
City Administrator

June 28, 2019

Ms. Julie Currin, Sr. Account Manager  
Aetna Life Insurance Company  
151 Farmington Avenue  
Hartford, CT 06156

HISTORIC  
FRANKLIN  
TENNESSEE

(sent via e-mail to [Julie.Currin@thehartford.com](mailto:Julie.Currin@thehartford.com))

Re: City of Franklin Purchasing Office solicitation no. 2016-018  
(life, accidental death and dismemberment, and supplemental life group employee insurance benefits);  
City of Franklin contract no. 2016-0112;  
first option to extend term of service; notice of intent to exercise

Dear Ms. Currin:

The City of Franklin seeks to exercise the first of two options to extend the term of service with Aetna Life Insurance Company for the purchase referenced above.

As you recall, the effective date of the award was July 1, 2016. In accordance with the referenced solicitation, the term of this award was to expire June 30, 2019 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 twice, each time for one (1) additional policy 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, except with respect to pricing which shall be negotiated a minimum of three (3) months in advance of the scheduled expiration of the term of award; 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 first option to extend the term of service, effective July 1, 2019 and through June 30, 2020. If Aetna Life Insurance Company 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 5, 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 Human Resources Director Kevin Townsel  
City of Franklin Risk and Benefits Manager Sara Sylvis  
City of Franklin Purchasing Analyst Suzanne Ward

Option to extend term of service through June 30, 2020 accepted by Aetna Life Insurance Company:

*Barbara Casey*  
Signature of vendor's authorized representative

*Client Relationship Manager*  
Title of vendor's authorized representative

*7/1/19*  
Date