

**ADMINISTRATION**

**Kristine Tallent**

Assistant City Administrator/CFO  
Finance & Administration



**Dr. Ken Moore**  
Mayor

**Eric S. Stuckey**  
City Administrator

July 17, 2019

Ms. Vickie Manning, Senior Vice President  
Pinnacle Bank  
150 3rd Avenue South  
Nashville, TN 37201

**HISTORIC  
FRANKLIN  
TENNESSEE**

(sent via e-mail to [vickie.manning@pnfp.com](mailto:vickie.manning@pnfp.com))

Re: City of Franklin Purchasing Office solicitation no. 2017-011  
(general banking, lockbox processing, and purchasing card services);  
City of Franklin contract no. 2017-0088;  
second option to extend term of service; notice of intent to exercise

Dear Ms. Manning:

The City of Franklin seeks to exercise the second of four options to extend the term of service with Pinnacle Bank for the purchase referenced above.

As you recall, the effective date of the award was July 1, 2017. In accordance with the referenced solicitation, the term of this award was to expire one (1) year from the effective date 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 four times, each time for up to one (1) additional year, for a maximum possible term of award of five (5) years total, 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, to the extent practicable as mutually determined a minimum of three (3) months in advance of the scheduled expiration of the term of award, 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 second option to extend the term of service, effective July 1, 2019 and through June 30, 2020. If Pinnacle Bank consents to this extension, please indicate by signing below and returning this letter to me.

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  
Purchasing Manager  
615/550-6614  
[brianw@franklintn.gov](mailto:brianw@franklintn.gov)

cc: Assistant City Administrator / CFO Kristine Tallent  
City Comptroller Mike Lowe  
City of Franklin Purchasing Analyst Suzanne Ward

**Option to extend term of service through June 30, 2020 accepted by Pinnacle Bank:**

  
\_\_\_\_\_  
Signature of vendor's authorized representative  
\_\_\_\_\_  
Title of vendor's authorized representative  
\_\_\_\_\_  
Date