

ADMINISTRATION

Kristine Tallent
Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

June 26, 2019

Mr. Jeffrey Duke, Vice President
Civil & Environmental Consultants, Inc.
325 Seaboard Lane, Suite 170
Franklin, TN 37067
(sent via e-mail to jduke@cecinc.com)

**HISTORIC
FRANKLIN
TENNESSEE**

Re: City of Franklin Purchasing Office solicitation no. 2016-015
(annual stream bioassessment sampling, testing and identification contract services);
City of Franklin contract no. 2016-0012:
third option to extend term of service; notice of intent to exercise

Dear Mr. Duke:

The City of Franklin seeks to exercise the third of three options to extend the term of service with Civil & Environmental Consultants, Inc. for the purchase referenced above.

As you recall, the effective date of the award was March 23, 2016. In accordance with the referenced solicitation, the term of this award was to expire on 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 (3) times, each time for up to one (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 unit 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 Civil & Environmental Consultants, 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

cc: Michelle Hatcher, Water Director, City of Franklin Water Management
Juan Davis, Water Reclam Superintendent, City of Franklin Water Management
Suzanne Ward, Purchasing Analyst, City of Franklin

Option to extend term of service through June 30, 2020 accepted by Civil & Environmental Consultants, Inc.:

[Signature]

Signature of vendor's authorized representative

Principal

Title of vendor's authorized representative

6.27.2019

Date