

## ADMINISTRATION

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



**Dr. Ken Moore**  
Mayor

**Eric S. Stuckey**  
City Administrator

## HISTORIC FRANKLIN TENNESSEE

April 22, 2019

Ms. Laura Jungmichel, Managing Partner / Licensed Agent  
Public Risk Insurors  
205 Powell Place  
Brentwood, TN 37027

(sent via e-mail to [laura@publicriskinsurors.com](mailto:laura@publicriskinsurors.com))

Re: City of Franklin Purchasing Office solicitation no. 2015-019  
(liability, property and workers' compensation insurance products and services);  
City of Franklin contract no. 2015-0091;  
second option to extend term of service; notice of intent to exercise

Dear Ms. Jungmichel:

The City of Franklin seeks to exercise the second of two options to extend the term of service with Public Risk Insurors for the purchase referenced above.

As you recall, the effective date of the award was July 1, 2015. In accordance with the referenced solicitation, the term of this award was to continue through June 30, 2018 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 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, excluding 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 Public Risk Insurors 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 June 21, 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  
Purchasing Manager  
615/550-6614  
[brianw@franklintn.gov](mailto:brianw@franklintn.gov)

cc: Sara Sylvis, Risk Manager, City of Franklin Human Resources  
Suzanne Ward, City of Franklin Purchasing Analyst

**Option to extend term of service through June 30, 2020 accepted by Public Risk Insurors:**

Signature of vendor's authorized representative

**PRESIDENT**

Title of vendor's authorized representative

**4.23.2019**

Date