

**ADMINISTRATION**

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



**Dr. Ken Moore**  
Mayor

**Eric S. Stuckey**  
City Administrator

February 26, 2019

Mr. Ben Baker, COO  
CareHere, LLC  
5141 Virginia Way, Suite 350  
Brentwood, TN 37027

**HISTORIC  
FRANKLIN  
TENNESSEE**

(sent via e-mail to [bbaker@carehere.com](mailto:bbaker@carehere.com))

Re: City of Franklin Purchasing Office solicitation no. 2016-011  
(for firefighter annual physical medical exam services for uniformed personnel of the Franklin Fire Department,  
and for pre-employment physicals for candidates to become uniformed personnel of  
the Franklin Police Department and the Franklin Fire Department);  
City of Franklin contract no. 2016-0017;  
third option to extend term of service; notice of intent to exercise

Dear Mr. Baker:

The City of Franklin seeks to exercise the third of four options to extend the term of service with CareHere, LLC for the purchase referenced above.

As you recall, the effective date of the award was April 1, 2016. In accordance with the referenced solicitation, the term of this award was to expire one (1) year from the date of award 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 (4) 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 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 April 1, 2019 and through March 31, 2020. If CareHere, LLC 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 February 28, 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: Glenn Johnson, Deputy Fire Chief of Operations, City of Franklin Fire Department  
Nathaniel Dallas, Esq., M.B.A., Director of Legal Services & Compliance, CareHere, LLC  
Suzanne Ward, City of Franklin Purchasing Analyst

**Option to extend term of service through March 31, 2020 accepted by CareHere, LLC:**

*[Signature]*

Signature of vendor's authorized representative

*COO*

Title of vendor's authorized representative

*3/1/19*  
Date