

ADMINISTRATION

Kristine Tallent  
Assistant City Administrator/CFO  
Finance & Administration



Dr. Ken Moore  
Mayor

Eric S. Stuckey  
City Administrator

April 16, 2018

Mr. Ian Morrison, Project Manager  
Hach Company  
5600 Lindbergh Drive  
Loveland, CO 80538

HISTORIC  
FRANKLIN  
TENNESSEE

(sent via e-mail to [imorriso@hach.com](mailto:imorriso@hach.com))

Re: City of Franklin Purchasing Office solicitation no. 2015-013  
(wastewater and stormwater flow monitoring services);  
City of Franklin contract no. 2015-0035;  
first option to extend term of service; notice of intent to exercise

Dear Mr. Morrison:

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

As you recall, the effective date of the award was March 10, 2015. In accordance with the referenced solicitation, the term of this award was to be for three (3) years from the execution date of the agreement but at any time after commencement but before or as soon as practicable after the expiration of this term of award, 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, 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 award.

Please accept this letter as the City's notice of its intent to exercise this first option to extend the term of service, effective March 10, 2018 and through March 9, 2019. If Hach 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 April 23, 2018, 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: Michelle Hatcher, Assistant Director, City of Franklin Water Management  
Suzanne Ward, Purchasing Analyst, City of Franklin

**Option to extend term of service through March 9, 2019 accepted by Hach Company:**

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

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

\_\_\_\_\_  
Date