

ADMINISTRATION

Kristine Tallent
Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

**HISTORIC
FRANKLIN
TENNESSEE**

February 21, 2017

Mr. Matt Cowan, President, Tennessee Operations
Cowan, a division of Hub International
5110 Maryland Way, Suite 250
Brentwood, TN 37027

(sent via e-mail to matt.cowan@hubinternational.com)

Re: City of Franklin Purchasing Office solicitation no. 2014-021
(group employee insurance benefits consulting services); City of Franklin contract no. 2014-0107;
first option to extend term of service; notice of intent to exercise

Dear Mr. Cowan:

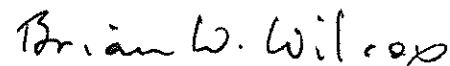
The City of Franklin seeks to exercise the first of two options to extend the term of service with Cowan, now a division of Hub International, for the purchase referenced above.

As you recall, the effective date of the award was May 27, 2014. In accordance with the referenced solicitation, the term of this award was to be for three (3) years 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 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 service.

Please accept this letter as the City's notice of its intent to exercise this first option to extend the term of service, effective May 27, 2017 and through May 26, 2018. If Cowan, a division of Hub International, consents to this extension, please signify 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,

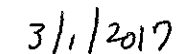

Brian W. Wilcox
Purchasing Manager
615/550-6614
brianw@franklintn.gov

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

Option to extend term of service through May 26, 2018 accepted by Cowan, a division of Hub International:


Signature of vendor's authorized representative


Title of vendor's authorized representative


Date