

ADMINISTRATION

Kristine Tallent
Assistant City Administrator/CFO
Finance & Administration



Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

May 11, 2017

Ms. Lisa Friday-McCastlain
Mr. Kevin Broyles
Heritage Propane
101 Noah Dr.
Franklin, TN 37064

**HISTORIC
FRANKLIN
TENNESSEE**

(sent via e-mail to lisa.friday@amerigas.com and kevin.broyles@amerigas.com)

Re: City of Franklin Purchasing Office solicitation no. 2014-015
(propane fuel service for lawn mowers);
City of Franklin contract no. 2014-0019;
first, option to extend term of service; notice of intent to exercise

Dear Ms. Friday-McCastlain and Mr. Broyles:

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

As you recall, the effective date of the award was March 4, 2014. In accordance with the referenced solicitation, the term of this award was to be for three 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, 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 first option to extend the term of service, effective March 4, 2017 and through March 3, 2018. If Heritage Propane 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: Brian Walker, City of Franklin Parks Department Landscaping and Grounds Foreman
Suzanne Ward, City of Franklin Purchasing Analyst

Option to extend term of service through March 3, 2018 accepted by Heritage Propane:

Signature of vendor's authorized representative

Account Manager
Title of vendor's authorized representative

5-30-17
Date