

**ADMINISTRATION**

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



**Dr. Ken Moore**  
Mayor

**Eric S. Stuckey**  
City Administrator

June 21, 2017

Ms. Lisa Hemstead, Sr. Stop Loss Specialist  
Sun Life Assurance Company of Canada  
One Sun Life Executive Park  
Wellesley Hills, MA 02481

617/584-4278

(sent via e-mail to [lisa.hemstead@sunlife.com](mailto:lisa.hemstead@sunlife.com))

**HISTORIC  
FRANKLIN  
TENNESSEE**

Re: City of Franklin Purchasing Office solicitation no. 2015-026  
(stop-loss insurance for employee and retiree health and pharmacy programs);  
City of Franklin contract no. 2015-0106;  
second option to extend term of service; notice of intent to exercise

Dear Ms. Hemstead:

The City of Franklin seeks to exercise the second of four options to extend the term of service with Sun Life Assurance Company of Canada 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 expire on June 30, 2016 but at any time after commencement but before or as soon as practicable after the expiration of the term of award, 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, except with respect to pricing which shall be negotiated in advance of the optional term of extension commencement; 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 specifically 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, 2017 and through June 30, 2018. If Sun Life Assurance Company of Canada 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](mailto:brianw@franklintn.gov)

cc: Kevin Townsel, City of Franklin Human Resources Director  
Suzanne Ward, City of Franklin Purchasing Analyst

**Option to extend term of service through June 30, 2018 accepted by Sun Life Assurance Company of Canada:**

  
Signature of vendor's authorized representative  
Title of vendor's authorized representative  
Date