

ADMINISTRATION

Kristine Tallent
Assistant City Administrator/CFO
Finance & Administration



HISTORIC
FRANKLIN
TENNESSEE

Dr. Ken Moore
Mayor

Eric S. Stuckey
City Administrator

March 28, 2018

Ms. Laura Jungmichel, Managing Partner / Licensed Agent
Public Risk Insurors
205 Powell Place
Brentwood, TN 37027
(sent via e-mail to laura@publicriskinsurors.com)

Re: City of Franklin Purchasing Office solicitation no. 2015-019
(liability, property and workers' compensation insurance products and services);
City of Franklin contract no. 2015-0091;
first option to extend term of service; notice of intent to exercise

Dear Ms. Jungmichel:

The City of Franklin seeks to exercise the first of two options to extend the term of service with Public Risk Insurors 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 continue through June 30, 2018 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, excluding 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 July 1, 2018 and through June 30, 2019. If Public Risk Insurors 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 June 22, 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

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

Option to extend term of service through June 30, 2019 accepted by Public Risk Insurors:

Signature of vendor's authorized representative

PRESIDENT

Title of vendor's authorized representative

4.3.2018

Date