



Lisa Meredith <lmeredith@foleypolice.org>

APPROVED: Firehouse Subs Public Safety Foundation Grant

Firehouse Subs Public Safety Foundation <foundation@firehousesubs.com>

Mon, Jul 2, 2018 at 10:25 AM

To: lmeredith@foleypolice.org

Cc: Jim Broschious <jbroschious@firehousesubs.com>, Jennifer Allday <jallday@firehousesubs.com>, Scott Allday <sallday@firehousesubs.com>, Firehouse Subs Public Safety Foundation <foundation@firehousesubs.com>, Sheri Kohler <skohler@firehousesubs.com>, Ty Lowry <ty.lowry@firehousesubs.com>

Dear Lisa,

We are pleased to announce that the Firehouse Subs Public Safety Foundation Board of Directors has awarded the **Foley Police Department** the requested **Two 2018 Yamaha All-Terrain Vehicles** valued at up to **\$15,507.00**.

Please read carefully and print this email for ongoing instructions of the procurement/purchasing process. Failure to follow these instructions can jeopardize your grant award.

PROCUREMENT NOTES

The fulfillment of your grant award will be executed by one of the processes below, to be determined by our Foundation:

- 1) Our Foundation Team will purchase directly based on your submitted quote
 - a. The vendor will ship the equipment directly to your organization
 - b. **PROOF OF DELIVERY REQUIRED:** upon delivery, you will need to send a signed and dated copy of the packing slip to our Foundation via email (procurementfoundation@firehousesubs.com) or fax (904)886-2111 (Please note: our accounting department requires this documentation prior to paying invoices)

OR...

- 2) Our Foundation Team will draft a Memo of Understanding (MOU) for both parties to sign. Once signed and returned, the Foundation will send your organization a check directly
 - a. **PROOF OF DELIVERY/PAYMENT REQUIRED:** Once you purchase the granted items, you will be required to send us all invoice copies, proof of payment and signed and dated packing slips via email (procurementfoundation@firehousesubs.com) or fax (904)886-2111 (Please note: this documentation is required for auditing purposes)

NOTE: Our Foundation will determine which fulfillment option will be used. Our Foundation will be contacting you within eight weeks to begin the procurement/fulfillment process. If you do not hear from our team by Monday, August 27, 2018, you may email procurementfoundation@firehousesubs.com. We appreciate your patience.

PUBLIC RELATIONS NOTES

Initial PR announcements:

- Any immediate media announcements from your organization regarding the grant award are optional. If you choose to draft a press release, please send it to FirehouseSubs@Zimmerman.com cc Foundation@firehousesubs.com for approval.

Once your equipment is received:

- Our Foundation may schedule a dedication/press event of the grant award. A Firehouse Subs or Foundation representative will be in touch should we begin planning a future event in your area. Please note that the event may acknowledge multiple grant recipients and may take place at a Firehouse Subs or venue outside your jurisdiction.
- If you plan a photo-opportunity or other publicity event you must contact Foundation@FirehouseSubs.com and FirehouseSubs@Zimmerman.com a minimum of three weeks prior to the event for approval.

Use of the Firehouse Subs Public Safety Foundation logo:

- We ask that your organization acknowledges the grant by displaying our Foundation logo on granted items/equipment whenever possible. Our foundation logo is attached for your convenience. Please note that the final artwork will need to be approved by our Foundation before being displayed.

We are very excited to assist your organization and ultimately improve the life-saving capabilities of your community.

Firehouse Subs Public Safety Foundation

foundation@firehousesubs.com

FirehouseSubsFoundation.org

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3 attachments

Foundation Logo jpg-RGB.jpg
584K

 **Foundation Logo-VectorCMYK.ai**
1125K

 **Foundation Logo-VectorCMYK.eps**
532K