



City of Foley, AL

407 E. Laurel Avenue
Foley, AL 36535

Signature Copy

Resolution: 18-1223-RES

File Number: 18-0328

Enactment Number: 18-1223-RES

A resolution to accept the Firehouse Subs Public Safety Foundation Grant Award of \$15,507.00

WHEREAS, Foley Police Department requests the permission of the council to accept the Firehouse Subs Public Safety Foundation grant award of \$15,507.00 in order to purchase 2 ATV's, and

WHEREAS, the two (2) ATV's will be purchased through the Sourcewell Purchasing Cooperative Yamaha contract 051717-YGC from Gulf Shores Power Sports for \$15,507.00, and

WHEREAS, the Foley Police Department requests to amend the budget by \$15,507.00 in both the Firehouse Subs Public Safety Foundation revenue account 100-2020-4300 and the Capital Purchases expense account 100-2010-5100 resulting in a zero net impact to the budget.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Foley, Alabama, as follows:

SECTION 1: Council grants permission to Foley Police Department to accept the Firehouse Subs Public Safety Foundation grant award of \$15,507.00 in order to purchase 2 ATV's.

SECTION 2: Council grants permission to purchase (2) ATV's through the Sourcewell Purchasing Cooperative Yamaha contract 051717-YGC from Gulf Shores Power Sports for \$15,507.00.

SECTION 3: Council approves the requests to amend the budget by \$15,507 in both the Firehouse Subs Public Safety Foundation revenue account 100-2020-4300 and the Capital Purchases expense account 100-2010-5100 resulting in a zero net impact to the budget.

SECTION 4: This Resolution shall become effective immediately upon its adoption as required by law.

PASSED, APPROVED AND ADOPTED this 6th day of September 2018.



President's Signature

[Handwritten Signature]

Date

9-7-18

Attest by City Clerk

[Handwritten Signature]

Date

9-7-18

Mayor's Signature

[Handwritten Signature]

Date

9/7/18



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

Twitter Facebook

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3 attachments

Foundation Logo jpg-RGB.jpg
584K

Foundation Logo-VectorCMYK.ai
1125K

Foundation Logo-VectorCMYK.eps
532K



Firehouse Subs Public Safety Foundation, Inc.

12735 Gran Bay Pkwy., Suite 150, Jacksonville, Florida 32258

MEMO OF UNDERSTANDING- FUNDING AGREEMENT
August 22, 2018

Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will award a check to Foley Police Department for \$15,507.00 to be used toward the direct purchase of Two 2018 Yamaha All-Terrain Vehicles.
- All purchases must match the quantities and equipment approved in the original grant request. Failure to do so will put the grant in jeopardy.

Foley Police Department Responsibilities

1. A check will be remitted to the organization name as stated in this memo of understanding and must match the EIN number submitted on the grant request. If there is a change in either information, you must submit a W-9
2. If the mailing address where the check needs to be sent differs from the address on the submitted grant application, please email the Foundation with the correct mailing address
3. Confirm check has been received by emailing Firehouse Subs Public Safety Foundation at procurementfoundation@firehousesubs.com
4. Purchase the approved equipment
5. Verify purchase by providing Firehouse Subs Public Safety Foundation with one of the following:
 - Copies of paid invoices, verifying your organization's name as the customer and matching the vendor quote(s)
 - A copy of the cleared check(s), verifying the payee and payment amount matches the vendor quote(s)
6. Provide Firehouse Subs Public Safety Foundation with all SIGNED packing slips confirming receipt of equipment
7. In the event that the purchased equipment costs less than the dollar amount awarded, all excess funds must be returned to Firehouse Subs Public Safety Foundation
 - Please email procurementfoundation@firehousesubs.com with notification of excess funds within 30 days of purchase
 - Excess funds will need to be returned to Firehouse Subs Public Safety Foundation within 90 days of purchase
8. If purchases exceed funding, Foley Police Department is responsible for the additional amount

VERY IMPORTANT: Deadline for submitted documentation is March 1, 2019.

Rashia Porter
Firehouse Subs Public Safety Foundation

David Wilson
Foley Police Department Representative

David Wilson
Foley Police Department Representative Name (Print)

8/22/2018
Date

8-22-18
Date

8-22-18
Date

Approved *mpw* **BILL OF SALE**

Date: 08/21/2018

GULF SHORES POWER SPORTS, INC.
3807 Gulf Shores Parkway
Gulf Shores, AL 36542
(251) 948-6748
(FAX) 968-1380
www.gspowersports.com

Names: FOLEY POLICE DEPARTMENT
Address: 200 E SECTION AVE
FOLEY, AL 36535
PHONE: 251-952-4010

Salesperson: Heath Brantley

		DESCRIPTION OF PURCHASE					
Boat	Watercraft	XXATV	MC	Trailer	Other	XXNew	Used
YEAR MAKE			MODEL	VIN #		ENGINE #	AMOUNT
2018 YAMAHA			YFM45KDXJR	5Y4AJ80Y7JA102355		J341E-0010418	\$7,753.50
2018 YAMAHA			YFM45KDXJG	5Y4AJ80Y7JA102064		J341E-0009248	\$7,753.50

		TRADE INFORMATION		ODOMETER
YEAR MAKE	MODEL	VIN #		

		Qty	Accessories	Ext	Price
Sales Price	\$15,507.00	1	16PK 10MM TAPERED 14MM OEM LUG		\$0.00
Freight & Prep	\$0.00	1	2500LB PRO-VANTAGE W		\$0.00
Title Fee	\$0.00	1	WINCH MOUNT KIT		\$0.00
Accessories Total	\$0.00	4	SEDONA SPARX 14X7 4/110 BLK 5+		\$0.00
Installation	\$0.00	2	MUD LITE II 27X11-14 6 PR		\$0.00
Documentation Fee	\$0.00	2	MUD LITE II 27X9-14 6 PR		\$0.00
F&I Products	\$0.00	1	16PK 10MM TAPERED 14MM OEM LUG		\$0.00
SALE PRICE TOTAL	\$15,507.00	1	2500LB PRO-VANTAGE W		\$0.00
		1	WINCH MOUNT KIT		\$0.00
		4	SEDONA SPARX 14X7 4/110 BLK 5+		\$0.00
		2	MUD LITE II 27X11-14 6 PR		\$0.00
		2	MUD LITE II 27X9-14 6 PR		\$0.00

Less Trade-in Allowance	\$0.00
Taxable Amount	\$15,507.00
State Tax	\$0.00
County Tax	\$0.00
City Tax	\$0.00
STATE & LOCAL TAXES TOTAL	\$0.00

CASH SALE PRICE	\$15,507.00
Trade Payoff	\$0.00
Trade Equity	\$0.00
Cash Downpayment	\$0.00
TOTAL DOWNPAYMENT	\$0.00
UNPAID CASH BALANCE	\$15,507.00
DUE ON DELIVERY	

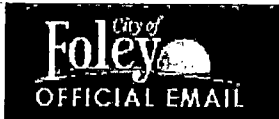
Installation	\$0.00
Accessories/Installation Total	\$0.00
Ext. Coverage	\$0.00
Maintenance	\$0.00
GAP Coverage	\$0.00
Theft Protection	\$0.00
Tire & Wheel	\$0.00
F&I Product Total	\$0.00

All Warranties, if any, by a manufacturer or supplier other than dealer are theirs, NOT dealers, and any such manufacturer or other supplier shall be liable for performance under such warranties. Unless dealer furnishes buyer with a separate written warranty or service contract made by dealer in his own behalf, dealer hereby disclaims all warranties, express or implied, including any implied warranties of merchantability or fitness for a particular purpose (A) on all goods and services sold by dealer, and (B) on all used vehicles which are hereby sold as is -- not expressly warranted or guaranteed. All rebates applied.

ALL SALES ARE FINAL.

Purchaser's Signature _____ Date 08/21/2018

Dealer's Authorized Acceptance _____



Lisa Meredith <lmeredith@foleypolice.org>

Budget Increase and Capital Purchase Request forms

7 messages

Lisa Meredith <lmeredith@foleypolice.org>

Fri, Aug 24, 2018 at 2:56 PM

To: Michael Thompson <mthompson@cityoffoley.org>, Wayne Trawick <wtrawick@cityoffoley.org>

Good afternoon-Please see attached forms for your review and signatures. Thank you.

--

Lisa Meredith
Administrative Assistant/Grant Coordinator
Foley Police Department
251-952-4010 Ext 241

2 attachments

Capital Purchase - atvs.xlsx
16K



ATVS Budget increase form.pdf
203K

Michael Thompson <mthompson@cityoffoley.org>

Fri, Aug 24, 2018 at 3:56 PM

To: Lisa Meredith <lmeredith@foleypolice.org>

Cc: Wayne Trawick <wtrawick@cityoffoley.org>

Hi Lisa you have my approval. Wayne, this is via the Firehouse subs grant that the PD was awarded.

Mike

[Quoted text hidden]

Lisa Meredith <lmeredith@foleypolice.org>

Fri, Aug 24, 2018 at 3:58 PM

To: Michael Thompson <mthompson@cityoffoley.org>

Received-Thank you.

[Quoted text hidden]

Lisa Meredith <lmeredith@foleypolice.org>

Mon, Aug 27, 2018 at 12:47 PM

To: wtrawick@trawickb.com

[Quoted text hidden]

2 attachments

Capital Purchase - atvs.xlsx
16K



ATVS Budget increase form.pdf
203K

Lisa Meredith <lmeredith@foleypolice.org>

Thu, Aug 30, 2018 at 12:32 PM

To: wtrawick@trawickb.com

8/30/2018

City of Foley Mail - Budget Increase and Capital Purchase Request forms

Mr. Trawick would you please look over these documents that are waiting for approval. Thank you and have a great day.

----- Forwarded message -----

From: Lisa Meredith <lmeredith@foleypolice.org>

[Quoted text hidden]

[Quoted text hidden]

2 attachments



Capital Purchase - atvs.xlsx

16K



ATVS Budget increase form.pdf

203K

Wayne <wtrawick@trawickb.com>

Thu, Aug 30, 2018 at 4:55 PM

To: Lisa Meredith <lmeredith@foleypolice.org>

Lisa

I am ok with the proposal .

Wayne

From: Lisa Meredith <lmeredith@foleypolice.org>

Sent: Thursday, August 30, 2018 12:33 PM

To: Wayne <wtrawick@trawickb.com>

[Quoted text hidden]

[Quoted text hidden]

Lisa Meredith <lmeredith@foleypolice.org>

Thu, Aug 30, 2018 at 4:55 PM

To: Wayne <wtrawick@trawickb.com>

Thank you.

[Quoted text hidden]

Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head Chief David Wilson
Department Police Department
Budget Category Capital Purchase/Firehouse Subs Public Safety Foundation
Date Submitted 08/24/2018

If Personnel Accounts, Approval from Human Resources Director is required.

Signature & Date

Reason for Increase:

This department received grant money towards the purchase of 2 ATV's.

The increase will result in a zero net impact to the budget.

Amounts of Funds Needed	Account Number & Name
<u>\$15,507.00</u>	<u>100-2020-4300 Firehouse Subs Public Safety revenue</u>
<u>\$15,507.00</u>	<u>100-2010-5100 Capitol Purchase expense</u>
<u>\$</u>	<u></u>

Approval by City Administrator

Signature

Date

Approval by Council President

Signature

Date

----- Finance Department Use Only:

Budget Adjustment Posted:

Resolution # _____

Signature

Date

***** THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *****

Capital Purchase Worksheet

Directions:

Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.

Submitted by: Lt. Kevin Carnley

Date Submitted: 8/24/2018

Is this purchase listed as a capital purchase in the approved budget? No

What amount is approved in the budget for this purchase? 0

Description of the item and why the item is needed at this time.

2 ATV's-To assist in search and rescue operations (missing persons, major storm events, etc.) and to quickly respond to emergencies during large crowded events such as Balloon Festival.

Can your job be performed without the purchase of this item? Please explain below.

Yes, however this would allow us to cover more ground quickly and decrease response time.

Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.

We have obtained a quote and been approved for a grant through Firehouse Subs Public Safety Foundation in the amount of \$15,507.00. The check will be issued directly to the department for this purchase.

Is this to replace a current capital asset? No

If so please list below the item being replaced and why it can not be used any longer.

N/A

How do you plan to dispose of the item that is being replaced?

N/A

Approval by City Administrator

Signature and Date

Approval by Council President

Signature and Date