

LaCasse, Jill (CI-StPaul)

From: Gilliam, Ken (CI-StPaul)
Sent: Thursday, October 03, 2013 7:45 AM
To: LaCasse, Jill (CI-StPaul)
Subject: QUESTION - FW: APPROVED: 2013 Q4 Firehouse Subs Public Safety Foundation Grant
Attachments: Foundation Logo-VectorCMYK.ai; Foundation Logo-VectorCMYK.eps; Foundation Logo
jpg-RGB.jpg

Jill,

The easiest option would be to have them order direct and donate the items, which is their preferred option. Am I ok to tell them to do this?

Ken Gilliam
Mobile/Urgent: 651-900-1476
E-Mail: ken.gilliam@ci.stpaul.mn.us

From: Firehouse Subs Public Safety Foundation [<mailto:foundation@firehousesubs.com>]
Sent: Wednesday, October 02, 2013 4:02 PM
To: Gilliam, Ken (CI-StPaul)
Cc: Firehouse Subs Public Safety Foundation; Ron Harris
Subject: APPROVED: 2013 Q4 Firehouse Subs Public Safety Foundation Grant

Ken,

Thank you so much for your submittal to the Firehouse Subs Public Safety Foundation for **18 flight helmets**. We are pleased to announce that the Foundation would like to grant the **Saint Paul Fire Department** the requested equipment valued at up to **\$23,120.98**.

The process for procurement is very simple, we will either:

- Purchase the equipment directly from your preferred vendor based on your submitted quote
 - The vendor will ship the equipment directly to your organization
 - VERY IMPORTANT: upon delivery, you will need to send a signed & dated copy of the packing slip to our Foundation via e-mail (Foundation@firehousesubs.com) or fax (904) 886-2111 (Please note: our accounting department requires this documentation prior to paying invoices)

Or

- Draft a memo of understanding for both parties to sign and send your organization a check directly (this is a unique situation, usually used when there is more than 3 vendors involved in the purchase)
 - VERY IMPORTANT: once the items have been received, please send us backup all invoices signed and dated for auditing purposes to our Foundation via e-mail (Foundation@firehousesubs.com) or fax (904) 886-2111

- Once the equipment is in use, we will be in touch to plan a media presentation/press event at a local Firehouse Subs restaurant to demonstrate the equipment and acknowledge the donation.

- It is an expectation that your organization acknowledges the donation by displaying our Foundation logo on donated items/equipment whenever possible. Our Foundation logo is attached for your convenience. Please note that the artwork will need to be approved by our Foundation team before being displayed.

We are very excited about being able to assist to your organization and ultimately improve the life-saving capabilities of your community. We'll be in touch as we go through this process.

Warmest Regards,

Robin Peters, Meghan Vargas & Jacquelyn Gubbins

Firehouse Subs Public Safety Foundation
Firehouse of America, LLC

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