

## LaCasse, Jill (CI-StPaul)

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**From:** Gilliam, Ken (CI-StPaul)  
**Sent:** Wednesday, July 20, 2016 5:12 PM  
**To:** Firehouse Subs Public Safety Foundation  
**Cc:** foundationteam; Ty Lowry; Ron Harris; LaCasse, Jill (CI-StPaul)  
**Subject:** RE: APPROVED: Firehouse Subs Public Safety Foundation Grant  
**Attachments:** Foundation Logo jpg-RGB.JPG; Foundation Logo-VectorCMYK.AI; Foundation Logo-VectorCMYK.EPS

Greetings to the team at Firehouse Subs Foundation.

Apologies for my delayed response. I have been on vacation for two weeks and catching up with emails now.

**Thank you.** We are very excited to be awarded this grant. I am forwarding this info to **Jill LaCasse (copied on this email)** who will work with you to process the award and equipment order in line with Saint Paul procurement guidelines. Jill's direct number is 651-228-6257 and her email is [jill.lacasse@ci.stpaul.mn.us](mailto:jill.lacasse@ci.stpaul.mn.us) .

Jill can also get you in contact with our PIO Chief Steve Zaccard regarding any media on the award. I have made Chief Zaccard and Fire Chief Tim Butler aware of the award.

From here forward, I will leave you in Jill's capable hands to complete the financial matters. Please let me know if I can be of further assistance.

Again, thank you for this award. It is greatly appreciated.

Respectfully,  
Ken

**From:** Firehouse Subs Public Safety Foundation [mailto:foundation@firehousesubs.com]  
**Sent:** Tuesday, July 05, 2016 10:33 AM  
**To:** Gilliam, Ken (CI-StPaul)  
**Cc:** foundationteam; Ty Lowry; Ron Harris  
**Subject:** APPROVED: Firehouse Subs Public Safety Foundation Grant

Dear Ken,

We are pleased to announce that the Firehouse Subs Public Safety Foundation has awarded the **Saint Paul Fire Department** the requested **One Thermal Imaging Camera and one flight helmet** valued at up to **\$9,468.75**.

**Please print this email to review instructions for the grant fulfillment process.**

The fulfillment of your grant award will be executed by one of the options below:

**OPTION 1) Our Foundation Team will purchase directly based on your submitted quote**

- The vendor will ship the equipment directly to your organization

- **PROOF OF DELIVERY REQUIRED:** upon delivery, you will be required to send a signed & dated copy of the packing slip to our Foundation via e-mail ([procurementfoundation@firehousesubs.com](mailto:procurementfoundation@firehousesubs.com)) or fax (904) 886-2111 (Please note: our accounting department requires this documentation prior to paying invoices) .

**OPTION 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.**

- **PROOF OF DELIVERY/PAYMENT REQUIRED:** Once you purchase the items, you will be required to send us all invoice copies, proof of payment and packing slips, signed and dated to document delivery for auditing purposes. E-mail ([procurementfoundation@firehousesubs.com](mailto:procurementfoundation@firehousesubs.com)) or fax (904) 886-2111.

**The Foundation will determine which fulfillment option will be used.** The Foundation will be contacting you (**within 10 weeks**) to begin the procurement/fulfillment process. If you do not hear from our team within 10 weeks, please email [procurementfoundation@firehousesubs.com](mailto:procurementfoundation@firehousesubs.com).

#### **ADDITIONAL NOTES:**

- A dedication event/press event or other acknowledgement of the grant award may be planned after the grant fulfillment process is complete. Further details will be sent at that time.
- Any immediate media announcements from your organization regarding the grant award must be approved by our Foundation. Please draft a media announcement and send it to [Firehousesubs@zimmerman.com](mailto:Firehousesubs@zimmerman.com) cc: [Foundation@firehousesubs.com](mailto:Foundation@firehousesubs.com) for approval.
- We request 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 team before being displayed.

We are very excited about being able to assist 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, Brady, Gina, Jackie, Meghan & Nancy**  
**Firehouse Subs Public Safety Foundation**

**Follow us on Twitter: @SavingLives**

[foundation@firehousesubs.com](mailto:foundation@firehousesubs.com) | [FirehouseSubs.com/Foundation](http://FirehouseSubs.com/Foundation)  
p) 904.886.8300

3400-8 Kori Road  
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Facebook: [Facebook.com/FirehouseSubsFoundation](https://www.facebook.com/FirehouseSubsFoundation)

Twitter: [Twitter.com/savinglives](https://twitter.com/savinglives)

*The Firehouse Subs Public Safety Foundation is dedicated to improving the life-saving capabilities and the lives of local heroes and their communities.*

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