
From: Carol Gilchrist
Sent: Thursday, December 14, 2017 4:51 PM
To: Shanea Jones
Subject: Fw: APPROVED: Firehouse Subs Public Safety Foundation Grant
Attachments: Foundation Logo.jpg-RGB.jpg; ATT00001.htm; Foundation Logo-VectorCMYK.ai; ATT00002.htm; Foundation Logo-VectorCMYK.eps; ATT00003.htm

Carol Gilchrist
Grants Specialist
Nassau County Board of County Commissioners
96135 Nassau Place, Suite 2
Yulee, FL 32097
904.530-6020
904.321.5917 (fax)

From: Justin Stankiewicz
Sent: Monday, October 2, 2017 4:38 PM
To: Carol Gilchrist
Subject: Fwd: APPROVED: Firehouse Subs Public Safety Foundation Grant

FYI

Justin Stankiewicz
Assistant County Manager & OMB Director
Nassau County BOCC
96135 Nassau Place, Suite 1
904-530-6010

Sent from my iPhone

Begin forwarded message:

From: "Brady Rigdon" <brigdon@nassaucountyfl.com>
To: "Shanea Jones" <sjones@nassaucountyfl.com>, "Justin Stankiewicz" <jstankiewicz@nassaucountyfl.com>
Subject: Fw: APPROVED: Firehouse Subs Public Safety Foundation Grant

Here is some good news. We will begin preparing the agenda item.

Brady Rigdon
Fire Chief
Nassau County Fire Rescue
96160 Nassau Place
Yulee, Florida 32097
904-530-6600

From: David Lee
Sent: Monday, October 2, 2017 2:12 PM
To: Brady Rigdon
Subject: Fw: APPROVED: Firehouse Subs Public Safety Foundation Grant

Sent using OWA for iPhone

From: Firehouse Subs Public Safety Foundation <foundation@firehousesubs.com>
Sent: Monday, October 2, 2017 2:04:44 PM
To: David Lee
Cc: Meg Rose; Mike Branson; foundationteam; Sheri Kohler; Ty Lowry
Subject: APPROVED: Firehouse Subs Public Safety Foundation Grant

Dear David,

We are pleased to announce that the Firehouse Subs Public Safety Foundation Board of Directors has awarded the **Nassau County Fire Rescue** the requested **boat and marine rescue items** valued at up to **\$32,847.23**.

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.

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

- The vendor will ship the equipment directly to your organization
- PROOF OF DELIVERY REQUIRED: upon delivery, you will be required to send a signed and dated copy of the packing slip to our Foundation via e-mail (procurementfoundation@firehousesubs.com) or fax [\(904\) 886-2111](tel:9048862111) (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

- 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

Email (procurementfoundation@firehousesubs.com) or fax (904) 886-2111

NOTE: Our Foundation will determine which fulfillment option will be used. Our Foundation will be contacting you within six weeks to begin the procurement/fulfillment process. If you do not hear from our team by November 10, 2017, please email procurementfoundation@firehousesubs.com.

ADDITIONAL NOTES:

- Any immediate media announcements from your organization regarding the grant award must be released within one month of notification and approved by our Foundation. Please draft a media announcement and send it to FirehouseSubs@Zimmerman.com cc Foundation@firehousesubs.com for approval
- Our Foundation may schedule a dedication/press event or other acknowledgment 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.
- 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 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, Gina, Jackie, Meghan

**Nancy
& Patrick**

Firehouse Subs Public Safety Foundation
foundation@firehousesubs.com

FirehouseSubsFoundation.org

[Twitter](#) [Facebook](#)

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