



**Firehouse Subs Public Safety Foundation, Inc.**

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

**MEMO OF UNDERSTANDING- FUNDING AGREEMENT**

**April 18, 2018**

**Firehouse Subs Public Safety Foundation Responsibilities**

- Firehouse Subs Public Safety Foundation will award a check to **City of Bisbee Fire Department** for \$24,758.87 to be used toward the direct purchase of **One cascade system, two fill stations, one TNT Rescue STORM series extrication tool, rope rescue equipment.**
- **All purchases must match the quantities and equipment approved in the original grant request. Failure to do so will put the grant in jeopardy.**

**City of Bisbee Fire 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](mailto:procurementfoundation@firehousesubs.com)
4. Purchase the approved equipment
5. Verify purchase by providing Firehouse Subs Public Safety Foundation with one of the following:
  - o Copies of paid invoices, verifying your organization's name as the customer and matching the vendor quote(s)
  - o 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
  - o Please email [procurementfoundation@firehousesubs.com](mailto:procurementfoundation@firehousesubs.com) with notification of excess funds within 30 days of purchase
  - o Excess funds will need to be returned to Firehouse Subs Public Safety Foundation within 90 days of purchase
8. If purchases exceed funding, **City of Bisbee Fire Department** is responsible for the additional amount

**VERY IMPORTANT:** Deadline for submitted documentation is December 1, 2018.

  
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 Firehouse Subs Public Safety Foundation

5/4/2018  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 City of Bisbee Fire Department Representative

5-3-18  
 \_\_\_\_\_  
 Date

David M. Smith  
 \_\_\_\_\_  
 City of Bisbee Fire Department Representative Name (Print)

5-3-18  
 \_\_\_\_\_  
 Date