

## Eileen Prentice

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**From:** Brady Rigdon <brady.rigdon@firehousesubs.com>  
**Sent:** Friday, October 17, 2014 4:06 PM  
**To:** Eileen Prentice  
**Subject:** Fwd: APPROVED: Firehouse Subs Public Safety Foundation  
**Attachments:** Foundation Logo .jpg-RGB.jpg; Foundation Logo-VectorCMYK.ai; Foundation Logo-VectorCMYK.eps

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

From: **Firehouse Subs Public Safety Foundation** <[foundation@firehousesubs.com](mailto:foundation@firehousesubs.com)>  
Date: Mon, Oct 6, 2014 at 2:17 PM  
Subject: APPROVED: Firehouse Subs Public Safety Foundation  
To: [keith.self@co.collin.tx.us](mailto:keith.self@co.collin.tx.us)  
Cc: Ryan Franklin <[ryan.franklin@firehousesubs.com](mailto:ryan.franklin@firehousesubs.com)>, Firehouse Subs Public Safety Foundation <[foundation@firehousesubs.com](mailto:foundation@firehousesubs.com)>, Gina Brown <[gina.brown@firehousesubs.com](mailto:gina.brown@firehousesubs.com)>, Dave Patel <[dave.patel@firehousesubs.com](mailto:dave.patel@firehousesubs.com)>

Keith,

Thank you so much for your grant submittal to the Firehouse Subs Public Safety Foundation. We are pleased to announce that the Foundation Board of Directors has awarded the **Collin County Sheriff's Office** the requested **Ballistic-resistant soft body armor/bullet proof vests for the 31 Collin County Sheriff's Office deputies whose vests are expiring this year** valued at up to **\$19,984.00**.

**We encourage you to print this email for ongoing instructions of the procurement/purchasing process.**

The process for purchasing and taking delivery of equipment will be implemented in one of two ways:

**1) The Foundation Team will purchase the requested equipment 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](mailto:Foundation@firehousesubs.com)) or fax **(904) 886-2111** (Please note: our accounting department requires this documentation prior to paying invoices) .

**2) The Foundation Team will draft a memo of understanding for both parties to sign, our Foundation will then send your organization a check directly.**

- **VERY IMPORTANT:** Once the items have been received, you must send us all invoices signed and dated for auditing purposes to our Foundation via e-mail ([Foundation@firehousesubs.com](mailto:Foundation@firehousesubs.com)) or fax **(904) 886-2111**

**NOTE: It will be up to our Foundation to determine which procurement method will be used. Our team will reach out to you in 2-6 weeks to begin the donation process.**

Once you verify the equipment was received, we will be in touch to plan a dedication event/press event at a local Firehouse Subs restaurant to demonstrate the equipment and acknowledge the donation. It may take up to a year depending on location and donation delivery time frame. In the meantime, we ask that any immediate media announcements regarding the grant award be approved by the Foundation.

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 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 & Brady Rigdon**

Firehouse Subs Public Safety Foundation  
Firehouse of America, LLC

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