



Firehouse Subs Public Safety Foundation, Inc.

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

MEMO OF UNDERSTANDING- FUNDING AGREEMENT

January 25, 2022

Failure to adhere to the requirements of this Funding Agreement will jeopardize your grant award.
All purchases must match the quantities and equipment approved in the original grant request and approved quote.

Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will award funding to **City of Pueblo, on behalf of Pueblo Fire Department, Pueblo, CO** for **\$9,602.90** to be used toward the direct purchase of **Two Motorized Police Bicycles with Light/Siren Kits, Bags & One Cargo Trailer.**

City of Pueblo, on behalf of Pueblo Fire Department Responsibilities

1. An ACH transfer 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 and bank account information listed on the ACH Authorization. If there is a change in either information, you must submit a W-9.
2. **Confirm Receipt of ACH Transfer** by emailing procurementfoundation@firehousesubs.com
3. **Purchase** the equipment on Approved Quote #3730 from Recon Power Bikes.
4. **Verify Purchase** by providing Firehouse Subs Public Safety Foundation with one of the following:
 - Copies of paid invoices, verifying your organization's name as the customer and matching the vendor quote(s)
 - OR**
 - A copy of the cleared check(s), verifying the payee and payment amount matches the vendor quote(s)
5. **Confirm Receipt of Equipment** by providing Firehouse Subs Public Safety Foundation with ALL SIGNED and DATED packing slips
6. 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
 - Email procurementfoundation@firehousesubs.com with notification of excess funds within 30 days of purchase
 - Return Excess Funds within 90 days of purchase to Firehouse Subs Public Safety Foundation, Attention: Gina Brown, 12735 Gran Bay Parkway, Suite 150, Jacksonville, FL 32258
7. If purchases exceed funding, **City of Pueblo, on behalf of Pueblo Fire Department** is responsible for the additional amount

VERY IMPORTANT: Deadline for submitted documentation is June 30, 2022.

Firehouse Subs Public Safety Foundation

Date

City of Pueblo, on behalf of Pueblo Fire Department Representative (Signature)

Date

City of Pueblo, on behalf of Pueblo Fire Department Representative Name (Print)

Date