



## FACILITIES MANAGEMENT

Independent School District No. 709

*Located at 730 E. Central Entrance*

*Mailing Address:* 215 North 1st Avenue East  
Duluth, Minnesota 55802

Construction Management (218) 336-8907

Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8906

# Memorandum

**To:** Bill Hanson

**From:** Dave Spooner *Dave Spooner*

**Date:** November 19<sup>th</sup>, 2012

**Re:** Systems Control and Optimization Training and Commissioning- Foster, Jacobs and Johnson, Inc.

Attached find two (2) copies of the Agreement between Independent School District #709 and Foster Jacobs and Johnson, Inc. to provide training to Denfeld or other selected district-wide maintenance staff related to systems control and optimization of the HVAC systems at Denfeld High School. The total estimated cost for this training and commissioning is \$2400.00.

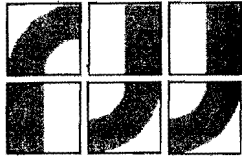
I am recommending approval of the contract with Foster Jacobs and Johnson, Inc. to provide training at Denfeld High School related to the use of the HVAC systems. Initially we solicited a proposal for district wide training, but believe we need to evaluate this training at one site to determine the effectiveness of this method of training for our personnel.

I have made a hand written change in language to the contract for line item 1, and have verbal agreement from FJJ.

If you concur, please sign both copies of the agreement and return them to the Facilities Management office for processing.

Attachments

CC: Kerry Leider



# FOSTER JACOBS & JOHNSON, INC.

P R O F E S S I O N A L E N G I N E E R S

345 Canal Park Drive • Suite 200 • Duluth, MN 55802 • Tel: 218-722-3060 • Fax: 218-722-1931

E-mail: mail@fjj.com

September 17, 2012

**Kerry Leider**  
**Property & Risk Manager**  
**ISD 709**  
**215 North First Ave East**  
**Duluth, MN 55802**

**RE: Denfeld Training**

Dear Kerry:

We are pleased to offer the following proposal for customized training for personnel at Denfeld High School. The scope of services provided as a part of this proposal includes:

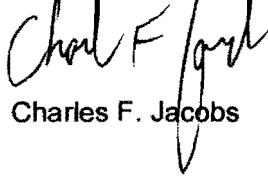
1. Spend a total three days on site either in full or ½ day increments instructing the building engineer and fireman, *+ OTHER SELECTED DISTRICT PERSONNEL. Dgl*
2. Walkthrough the building with hands on orientation of major HVAC components, paying special attention to components they are not familiar with. Ensure they can identify the location and access to all components.
3. Review HVAC systems such as "chilled water", "heating", "ERVU and VAV boxes" This review will include discussion about the specified sequence of operation, what its intent is and how the system components interact within this sequence.
4. Go through existing overrides, find out why they are in place and if there are better solution for them – or if sequences need to be modified.
5. Discus "symptoms" and the potential system problems responsible for these symptoms.
6. Perform live control systems walk-through with hands on observation, adjustment and alarm recognition of each HVAC component type, paying particular attention to existing alarm issues that exist.
7. Notify your office and JCI of any issues that need addressing either with sequences or controls.

**Based upon this scope of work we propose a fixed fee in the amount of \$2,400 (two thousand, four hundred dollars):**

In addition to the 24 hours of labor under this proposal, FJJ will have additional staff on site at various times during this instruction to observe, participate and refine the training content for future instructional sessions.

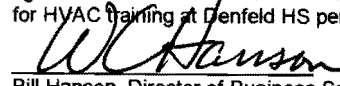
Sincerely,

**Foster, Jacobs & Johnson, Inc.**



Charles F. Jacobs

ISD #709 accepts the terms as proposed in the agreement with Foster, Jacobs & Johnson, Inc. for HVAC training at Denfeld HS per proposal 9/17/12

 11/21/12  
Bill Hanson, Director of Business Services Date