



**PROJECT LEADERS**

**INVOICE**

<b>Invoice Number</b>	<b>006646</b>
<b>Date:</b>	Jun-30-2020
<b>Due Date:</b>	Jul-30-2020
<b>Terms:</b>	Net 30 Days

CUSTOMER	PROJECT
Oxford CT, Town of Oxford School Building Committee 486 Oxford Road Oxford CT 06478 United States of America Attn: Mr. George Temple	Oxford Middle School Cx  PO Number:

DESCRIPTION	QUANTITY	RATE	INVOICE AMOUNT
MILEAGE: Commissioning Services: Expenses	53.00	0.58	30.48
PHONE: Commissioning Services: Expenses	1.00	10.25	10.25
Commissioning Services: Post-Occupancy Phase	0.00	0.00	0.00
Commissioning Services: Construction Phase	0.00	0.00	2,129.24
Commissioning Services: Design & Bid Phase	0.00	0.00	0.00

<p><i>Please note our new Legal Name Colliers Project Leaders USA NE, LLC</i></p>	<b>Sales Total:</b>	2,169.97
	<b>Tax Total:</b>	0.00
	<b>Total (USD):</b>	<b>2,169.97</b>

**MAIL PAYMENTS TO:**

Colliers Project Leaders USA NE, LLC  
135 New Rd  
Madison, CT 06443  
860-395-0055

**EFT/ACH INFO:**

Colliers Project Leaders USA NE, LLC  
TD Bank  
Acct #: 424-4045773  
Routing #: 011103093

**DOMESTIC WIRE INFO:**

Colliers Project Leaders USA NE, LLC  
TD Bank  
Acct #: 424-4045773  
Routing #: 031101266

**Town of Oxford**  
**Oxford Middle School**

Building Commissioning Services Fee Proposal Detail

Date: December 3, 2018

	Total Associated Fees	June % Complete	Total % Complete	Billed to Date (Including Current Month)	Jun Billings	Balance
<b>I. Design &amp; Bid Phase Services</b>						
A Review Owner's Project Requirements & Basis of Design	\$ 435.00		100%	\$ 435.00	\$ -	\$ -
B Development of Commissioning Specifications	\$ 290.00		100%	\$ 290.00	\$ -	\$ -
C Review of Design Development or Pre 50% CD Documents	\$ 2,320.00		100%	\$ 2,320.00	\$ -	\$ -
D Backcheck of 100% CD Documents	\$ 2,900.00		100%	\$ 2,900.00	\$ -	\$ -
E Schedule and facilitate a controls integration meeting	\$ -		0%	\$ -	\$ -	\$ -
F Participate in (2) integrated design meetings	\$ 870.00		50%	\$ 435.00	\$ -	\$ 435.00
G Review final Bid Documents	\$ 1,160.00		100%	\$ 1,160.00	\$ -	\$ -
H Development of Commissioning Plan & Schedule	\$ 580.00		100%	\$ 580.00	\$ -	\$ -
<b>Sub-Total Design Phase Services Fees</b>	<b>\$ 8,555.00</b>			<b>\$ 8,120.00</b>	<b>\$ -</b>	<b>\$ 435.00</b>
<b>II. Construction Phase Services</b>						
A Develop and Integrate Cx Schedule	\$ 296.00		100%	\$ 296.00	\$ -	\$ -
B Review of Contractor Submittals	\$ 3,236.00	5%	95%	\$ 3,074.20	\$ 161.80	\$ 161.80
C Controls Software Review	\$ 1,400.00	15%	85%	\$ 910.00	\$ 210.00	\$ 490.00
D Develop & Distribute Pre-functional checklists	\$ 1,590.00	5%	100%	\$ 1,590.00	\$ 79.50	\$ -
E Develop Functional Performance Tests	\$ 1,540.00	10%	60%	\$ 924.00	\$ 154.00	\$ 616.00
F Project & Commissioning Coordination Meetings	\$ 17,513.00	8%	35%	\$ 6,129.55	\$ 1,401.04	\$ 11,383.45
G Review Mock Ups & Verify Equipment Start Up	\$ 4,613.00		35%	\$ 1,614.55	\$ -	\$ 2,998.45
H Develop & Maintain Cx Issue Log	\$ 1,229.00	10%	30%	\$ 368.70	\$ 122.90	\$ 860.30
I Pre-balancing, system Readiness, and verification	\$ 603.00		0%	\$ -	\$ -	\$ 603.00
J Oversee & Document Functional Systems Testing	\$ 15,572.00		0%	\$ -	\$ -	\$ 15,572.00
K Verify Operator & Occupant Training	\$ 4,108.00		0%	\$ -	\$ -	\$ 4,108.00
L Review O&M Manual/System Manual	\$ 754.00		0%	\$ -	\$ -	\$ 754.00
M Production of Final Cx Report	\$ 853.00		0%	\$ -	\$ -	\$ 853.00
<b>Sub-Total Construction Phase Services Fees</b>	<b>\$ 53,307.00</b>			<b>\$ 14,907.00</b>	<b>\$ 2,129.24</b>	<b>\$ 38,400.00</b>
<b>III. Post-Occupancy Phase Services</b>						
A Coordinate and Witness Opposite Season & Deferred Testing	\$ 1,706.00		0%	\$ -	\$ -	\$ 1,706.00
B Perform a Near Warranty End Review, Interview and Assistance	\$ 3,065.00		0%	\$ -	\$ -	\$ 3,065.00
<b>Sub-Total Post-Occupancy Phase Services</b>	<b>\$ 4,771.00</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,771.00</b>
<b>Total Fees for Services</b>	<b>\$ 66,633.00</b>			<b>\$ 23,027.00</b>	<b>\$ 2,129.24</b>	<b>\$ 43,606.00</b>
<b>Project Expenses</b>	<b>\$ 1,500.00</b>	3%	10%	<b>\$ 194.84</b>	<b>\$ 40.73</b>	<b>\$ 1,305.16</b>
<b>Grand Total, Fees &amp; Expenses</b>	<b>\$ 68,133.00</b>			<b>\$ 23,221.84</b>	<b>\$ 2,169.97</b>	<b>\$ 44,911.16</b>