



PROJECT LEADERS

INVOICE

Invoice Number	006890
Date:	Jul-31-2020
Due Date:	Aug-30-2020
Terms:	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
Commissioning Services: Design & Bid Phase	0.00	0.00	0.00
Commissioning Services: Construction Phase	0.00	0.00	5,583.65
Commissioning Services: Post-Occupancy Phase	0.00	0.00	0.00
MILEAGE: Commissioning Services: Expenses	56.00	0.58	32.20
MEALS: Commissioning Services: Expenses	3.00	11.61	34.83
PHONE: Commissioning Services: Expenses	2.00	10.00	20.00

<p><i>Please note our new Legal Name Colliers Project Leaders USA NE, LLC</i></p>	Sales Total:	5,670.68
	Tax Total:	0.00
	Total (USD):	5,670.68

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	July % Complete	Total % Complete	Billed to Date (Including Current Month)	July Billings	Balance
I. Design & Bid Phase Services						
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	\$ -	\$ -
Sub-Total Design Phase Services Fees	\$ 8,555.00			\$ 8,120.00	\$ -	\$ 435.00
II. Construction Phase Services						
A Develop and Integrate Cx Schedule	\$ 296.00		100%	\$ 296.00	\$ -	\$ -
B Review of Contractor Submittals	\$ 3,236.00	5%	100%	\$ 3,236.00	\$ 161.80	\$ (0.00)
C Controls Software Review	\$ 1,400.00	25%	90%	\$ 1,260.00	\$ 350.00	\$ 140.00
D Develop & Distribute Pre-functional checklists	\$ 1,590.00		100%	\$ 1,590.00	\$ -	\$ -
E Develop Functional Performance Tests	\$ 1,540.00	15%	75%	\$ 1,155.00	\$ 231.00	\$ 385.00
F Project & Commissioning Coordination Meetings	\$ 17,513.00	15%	50%	\$ 8,756.50	\$ 2,626.95	\$ 8,756.50
G Review Mock Ups & Verify Equipment Start Up	\$ 4,613.00	40%	75%	\$ 3,459.75	\$ 1,845.20	\$ 1,153.25
H Develop & Maintain Cx Issue Log	\$ 1,229.00	30%	60%	\$ 737.40	\$ 368.70	\$ 491.60
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
Sub-Total Construction Phase Services Fees	\$ 53,307.00			\$ 20,490.65	\$ 5,583.65	\$ 32,816.35
III. Post-Occupancy Phase Services						
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
Sub-Total Post-Occupancy Phase Services	\$ 4,771.00			\$ -	\$ -	\$ 4,771.00
Total Fees for Services	\$ 66,633.00			\$ 28,610.65	\$ 5,583.65	\$ 36,022.35
Project Expenses	\$ 1,500.00	6%	13%	\$ 241.14	\$ 87.03	\$ 1,258.86
Grand Total, Fees & Expenses	\$ 68,133.00			\$ 28,851.79	\$ 5,670.68	\$ 39,281.21