



PROJECT LEADERS

INVOICE

Invoice Number	007156
Date:	Aug-31-2020
Due Date:	Sep-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	18,054.10
Commissioning Services: Post-Occupancy Phase	0.00	0.00	0.00
MILEAGE: Commissioning Services: Expenses	233.00	0.58	133.98
MEALS: Commissioning Services: Expenses	5.00	10.39	51.96
PHONE: Commissioning Services: Expenses	1.00	18.85	18.85

<div style="background-color: #4CAF50; color: white; padding: 5px; display: inline-block;"> <i>Please note our new Legal Name Colliers Project Leaders USA NE, LLC</i> </div>	Sales Total:	18,258.89
	Tax Total:	0.00
	Total (USD):	18,258.89

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	Aug % Complete	Total % Complete	Billed to Date (Including Current Month)	Aug Billings	Balance
I. Design & Bid Phase Services						
A Review Owners 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		100%	\$ 3,236.00	\$ -	\$ (0.00)
C Controls Software Review	\$ 1,400.00	10%	100%	\$ 1,400.00	\$ 140.00	\$ -
C Develop & Distribute Pre-functional checklists	\$ 1,590.00		100%	\$ 1,590.00	\$ -	\$ -
D Develop Functional Performance Tests	\$ 1,540.00	25%	100%	\$ 1,540.00	\$ 385.00	\$ -
E Project & Commissioning Coordination Meetings	\$ 17,513.00	25%	75%	\$ 13,134.75	\$ 4,378.25	\$ 4,378.25
F Review Mock Ups & Verify Equipment Start Up	\$ 4,613.00	25%	100%	\$ 4,613.00	\$ 1,153.25	\$ -
G Develop & Maintain Cx Issue Log	\$ 1,225.00	20%	80%	\$ 983.20	\$ 245.80	\$ 245.80
H Pre-balancing, system Readiness, and verification	\$ 603.00	100%	100%	\$ 603.00	\$ 603.00	\$ -
I Oversee & Document Functional Systems Testing	\$ 15,572.00	65%	65%	\$ 10,121.80	\$ 10,121.80	\$ 5,450.20
J Verify Operator & Occupant Training	\$ 4,108.00	25%	25%	\$ 1,027.00	\$ 1,027.00	\$ 3,081.00
K Review O&M Manual/System Manual	\$ 754.00		0%	\$ -	\$ -	\$ 754.00
L Production of Final Cx Report	\$ 853.00		0%	\$ -	\$ -	\$ 853.00
Sub-Total Construction Phase Services Fees	\$ 53,307.00			\$ 38,544.75	\$ 18,054.10	\$ 14,762.25
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			\$ 46,664.75	\$ 18,054.10	\$ 19,968.25
Project Expenses	\$ 1,500.00	14%	21%	\$ 358.90	\$ 204.79	\$ 1,141.10
Grand Total, Fees & Expenses	\$ 68,133.00			\$ 47,023.65	\$ 18,258.89	\$ 21,109.35