



Project Leaders

INVOICE

Invoice Number	008978
Date:	Mar-31-2021
Due Date:	Apr-30-2021
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	377.00
Commissioning Services: Post-Occupancy Phase	0.00	0.00	1,706.00
Commissioning Services: Expenses	0.00	0.00	0.00
PHONE: Commissioning Services: Expenses	1.00	6.80	6.80

<b>Sales Total:</b>	2,089.80
<b>Sales Tax:</b>	0.00
Less Applied Over-Payment Re: Check # 34638	-10.00
<b>Balance Due (USD):</b>	2,079.80

MAIL PAYMENTS TO: EFT/ACH INFO: DOMESTIC WIRE INFO:

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

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

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	2021		Billed to Date (Including Current Month)	March Billings	Balance
		Mar % Complete	Total % Complete			
<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		100%	\$ 870.00	\$ -	\$ -
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>\$ 8,555.00</b>	<b>\$ -</b>	<b>\$ -</b>

	Total Associated Fees	2021		Billed to Date (Including Current Month)	March Billings	Balance
		Mar % Complete	Total % Complete			
<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		100%	\$ 3,236.00	\$ -	\$ -
C Controls Software Review	\$ 1,400.00		100%	\$ 1,400.00	\$ -	\$ -
C Develop & Distribute Pre-functional checklists	\$ 1,590.00		100%	\$ 1,590.00	\$ -	\$ -
D Develop Functional Performance Tests	\$ 1,540.00		100%	\$ 1,540.00	\$ -	\$ -
E Project & Commissioning Coordination Meetings	\$ 17,513.00		100%	\$ 17,513.00	\$ -	\$ -
F Review Mock Ups & Verify Equipment Start Up	\$ 4,613.00		100%	\$ 4,613.00	\$ -	\$ -
G Develop & Maintain Cx Issue Log	\$ 1,229.00		100%	\$ 1,229.00	\$ -	\$ -
H Pre-balancing, system Readiness, and verification	\$ 603.00		100%	\$ 603.00	\$ -	\$ -
I Oversee & Document Functional Systems Testing	\$ 15,572.00		100%	\$ 15,572.00	\$ -	\$ -
J Verify Operator & Occupant Training	\$ 4,108.00		100%	\$ 4,108.00	\$ -	\$ -
K Review O&M Manual/System Manual	\$ 754.00	50%	100%	\$ 754.00	\$ 377.00	\$ -
L Production of Final Cx Report	\$ 853.00		0%	\$ -	\$ -	\$ 853.00
<b>Sub-Total Construction Phase Services Fees</b>	<b>\$ 53,307.00</b>			<b>\$ 52,454.00</b>	<b>\$ 377.00</b>	<b>\$ 853.00</b>

	Total Associated Fees	2021		Billed to Date (Including Current Month)	March Billings	Balance
		Mar % Complete	Total % Complete			
<b>III. Post-Occupancy Phase Services</b>						
A Coordinate and Witness Opposite Season & Deferred Testing	\$ 1,706.00		100%	\$ 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>\$ 1,706.00</b>	<b>\$ 1,706.00</b>	<b>\$ 3,065.00</b>
<b>Total Fees for Services</b>	<b>\$ 66,633.00</b>			<b>\$ 62,715.00</b>	<b>\$ 2,083.00</b>	<b>\$ 3,918.00</b>
<b>Project Expenses</b>	<b>\$ 1,500.00</b>			<b>\$ 767.72</b>	<b>\$ 6.80</b>	<b>\$ 732.28</b>
<b>Grand Total, Fees &amp; Expenses</b>	<b>\$ 68,133.00</b>			<b>\$ 63,482.72</b>	<b>\$ 2,089.80</b>	<b>\$ 4,650.28</b>