



MEMORANDUM

Oxford Middle School

Date: May 12, 2021

Subject: INVOICE APPROVAL REQUESTS

Location: Remote Meeting

Prepared by: Karen DePersia, CSG Owner's Representative

The following is a summary of invoices and open requests for approval:

Consultants:

1. CSG: Two Invoices #130 and #131 totaling **\$14,898.00**
2. Colliers: Invoice #8978 for **\$2,079.80**

Additional Owner Requests

See updated Owner request summary.

Additional Services Commissioning

See additional services request from Colliers for extended commission services not to exceed \$5,000. Colliers has indicated extended services have been required to work to resolve ongoing issues that extend beyond the original scope of work. The proposal captures continued services provided beginning January 2021.

As Colliers has continued to provide on-site services to correct issues, several new issues have arisen. After discussion with Bob Schlitter from Colliers I believe the request is fair and reasonable and recommend building committee approval.