



MEMORANDUM

Oxford Middle School

Date: June 23, 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:

1. McKesson:

Invoices from McKesson were received by CSG on June 15, 2021. There were many Covid-related delays in manufacturing and delivery. All of the invoices are from the original State-approved FF&E submissions.

1. Purchase Order #26408

Invoices:	5257 for \$369.73	0710 for \$1,027.06	
	3719 for \$2,068.22	0799 for \$407.03	
	4631 for \$471.17	1390 for \$1,608.67	Total: \$5,951.88

2. Purchase Order #26395

Invoices:	5633 for \$129.74	1369 for \$340.74	
	3659 for \$129.74	2251 for \$4363.23	Total: \$4,963.45

2. Colliers: Invoice #9538 for **\$426.50**

3. CSG: Invoice #132 for **\$7,449.00**

4. Additional Owner Requests

See updated Owner request summary.

5. Additional Services Commissioning

See additional services request from Colliers for extended commission services **not to exceed \$5,000**. Extended services have been required 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 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.