



**PROJECT LEADERS**

**INVOICE**

<b>Invoice Number</b>	<b>005692</b>
<b>Date:</b>	Mar-31-2020
<b>Due Date:</b>	Apr-30-2020
<b>Terms:</b>	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	580.00
Commissioning Services: Construction Phase	0.00	0.00	2,195.35
Commissioning Services: Post-Occupancy Phase	0.00	0.00	0.00
Commissioning Services: Expenses	0.00	0.00	0.00
MILEAGE: Commissioning Services: Expenses	20.00	0.58	11.50
PHONE: Commissioning Services: Expenses	2.00	16.98	33.95

<p><i>Please note our new Legal Name Colliers Project Leaders USA NE, LLC</i></p>	<b>Sales Total:</b>	2,820.80
	<b>Tax Total:</b>	0.00
	<b>Total (USD):</b>	<b>2,820.80</b>

**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	Mar % Complete	Total % Complete	Billed to Date (Including Current Month)	March Billings	Balance
<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		50%	435.00	\$ -	\$ 435.00
G Review final Bid Documents	\$ 1,160.00		100%	1,160.00	\$ 580.00	\$ -
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>\$ 8,120.00</b>	<b>\$ 580.00</b>	<b>\$ 435.00</b>

	Total Associated Fees	Mar % Complete	Total % Complete	Billed to Date (Including Current Month)	March Billings	Balance
<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	15%	75%	2,427.00	\$ 485.40	\$ 809.00
C Controls Software Review	\$ 1,400.00	50%	50%	700.00	\$ 700.00	\$ 700.00
D Develop & Distribute Pre-functional checklists	\$ 1,510.50	20%	95%	1,510.50	\$ 318.00	\$ 79.50
E Develop Functional Performance Tests	\$ 1,540.00		0%	-	\$ -	\$ 1,540.00
F Project & Commissioning Coordination Meetings	\$ 17,513.00	15%	10%	1,751.30	\$ -	\$ 15,761.70
G Review Mock Ups & Verify Equipment Start Up	\$ 4,613.00		25%	1,153.25	\$ 691.95	\$ 3,459.75
H Develop & Maintain Cx Issue Log	\$ 1,229.00		0%	-	\$ -	\$ 1,229.00
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
<b>Sub-Total Construction Phase Services Fees</b>	<b>\$ 53,307.00</b>			<b>\$ 7,838.05</b>	<b>\$ 2,195.35</b>	<b>\$ 45,468.95</b>

	Total Associated Fees	Mar % Complete	Total % Complete	Billed to Date (Including Current Month)	March Billings	Balance
<b>III. Post-Occupancy Phase Services</b>						
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
<b>Sub-Total Post-Occupancy Phase Services</b>	<b>\$ 4,771.00</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,771.00</b>
<b>Total Fees for Services</b>	<b>\$ 66,633.00</b>			<b>\$ 15,958.05</b>	<b>\$ 2,775.35</b>	<b>\$ 50,674.95</b>
<b>Project Expenses</b>	<b>\$ 1,500.00</b>	3%	10%	<b>\$ 199.56</b>	<b>\$ 45.45</b>	<b>\$ 1,300.44</b>
<b>Grand Total, Fees &amp; Expenses</b>	<b>\$ 68,133.00</b>			<b>\$ 16,157.61</b>	<b>\$ 2,820.80</b>	<b>\$ 51,975.39</b>