



PROJECT LEADERS

INVOICE

Invoice Number	006030
Date:	Apr-30-2020
Due Date:	May-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	2,259.20
Commissioning Services: Post-Occupancy Phase	0.00	0.00	0.00
MILEAGE: Commissioning Services: Expenses	36.00	0.58	20.70
PHONE: Commissioning Services: Expenses	1.00	9.35	9.35

<p><i>Please note our new Legal Name Colliers Project Leaders USA NE, LLC</i></p>	Sales Total:	2,289.25
	Tax Total:	0.00
	Total (USD):	2,289.25

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	Apr % Complete	Total % Complete	Billed to Date (Including Current Month)	April Billings	Balance
I. Design & Bid Phase Services						
A	Review Owner's Project Requirements & Basis of Design		100%	\$ 435.00	\$ -	\$ -
B	Development of Commissioning Specifications		100%	\$ 290.00	\$ -	\$ -
C	Review of Design Development or Pre 50% CD Documents		100%	\$ 2,320.00	\$ -	\$ -
D	Backcheck of 100% CD Documents		100%	\$ 2,900.00	\$ -	\$ -
E	Schedule and facilitate a controls integration meeting		0%	\$ -	\$ -	\$ -
F	Participate in (2) Integrated design meetings		50%	\$ 435.00	\$ -	\$ 435.00
G	Review final Bid Documents		100%	\$ 1,160.00	\$ -	\$ -
H	Development of Commissioning Plan & Schedule		100%	\$ 580.00	\$ -	\$ -
	Sub-Total Design Phase Services Fees			\$ 8,555.00	\$ -	\$ 435.00

	Total Associated Fees	Apr % Complete	Total % Complete	Billed to Date (Including Current Month)	April Billings	Balance
II. Construction Phase Services						
A	Develop and Integrate Cx Schedule		100%	\$ 296.00	\$ -	\$ -
B	Review of Contractor Submittals		75%	\$ 3,236.00	\$ -	\$ 809.00
C	Controls Software Review		50%	\$ 1,400.00	\$ -	\$ 700.00
D	Develop & Distribute Pre-Functional checklists		95%	\$ 1,590.00	\$ -	\$ 79.50
E	Project & Commissioning Coordination Meetings	25%	25%	\$ 1,540.00	\$ 385.00	\$ 1,155.00
F	Review Mock Ups & Verify Equipment Start Up	10%	20%	\$ 17,513.00	\$ 3,502.60	\$ 14,010.40
G	Develop & Maintain Cx Issue Log	10%	25%	\$ 4,613.00	\$ 1,153.25	\$ 3,459.75
H	Pre-balancing, system Readiness, and verification		10%	\$ 1,229.00	\$ 122.90	\$ 1,106.10
I	Oversee & Document Functional Systems Testing		0%	\$ 603.00	\$ -	\$ 603.00
J	Verify Operator & Occupant Training		0%	\$ 15,572.00	\$ -	\$ 15,572.00
K	Review O&M Manual/System Manual		0%	\$ 4,108.00	\$ -	\$ 4,108.00
L	Production of Final Cx Report		0%	\$ 754.00	\$ -	\$ 754.00
	Sub-Total Construction Phase Services Fees			\$ 53,307.00	\$ 2,259.20	\$ 43,209.75

	Total Associated Fees	Apr % Complete	Total % Complete	Billed to Date (Including Current Month)	April Billings	Balance
III. Post-Occupancy Phase Services						
A	Coordinate and Witness Opposite Season & Deferred Testing		0%	\$ 1,706.00	\$ -	\$ 1,706.00
B	Perform a Near-Warranty End Review, Interview and Assistance		0%	\$ 3,065.00	\$ -	\$ 3,065.00
	Sub-Total Post-Occupancy Phase Services			\$ 4,771.00	\$ -	\$ 4,771.00
	Total Fees for Services			\$ 66,633.00	\$ 2,259.20	\$ 48,415.75
	Project Expenses			\$ 1,600.00	\$ 30.05	\$ 1,315.84
	Grand Total, Fees & Expenses			\$ 68,133.00	\$ 2,289.25	\$ 49,731.59