

Monthly Vendor Invoice Package and Budget Update from Compass Project Management, Inc.



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **October 31, 2019**

To: Lemma Jn-Baptiste ljbaptiste@westwood.k12.ma.us

CC: Chin Lin Compass
Tim Bonfatti Compass

Approved by:

Chin Lin, Senior Project Manager
Compass Project Management, Inc.

1 Reporting Updates: This is our first Vendor Invoice Package (VIP) for this project. Each period, Compass will review all new invoices and recommend payments to be made by the owner. Any vendor invoices received directly by the Town should be forwarded to clin@compasspminc.com and mekuppens@compasspminc.com for approval by Compass and inclusion in the monthly VIP before payment is made.

2 Budget Version: We have posted the MSBA EXHIBIT A FSA Budget to our budget spreadsheet and have submitted this version in the MSBA ProPay site. Please see attached Project Budget Status Report for additional detail.

3 a) Compass recommends that the Owner pay the following NEW invoice(s):

Vendor	PO Ref	Invoice	Amount
Compass Project Management	17163	CPM 78-03	10,302.00
ellis strategies		0003408-IN	150.00
GateHouse Media		CH13818029	57.12
Hometown Weekly Newspapers	18461	26214	306.00
Norwood Printing	18445 (overrun by \$12.50)	20191811	1,001.53
Westwood Media Center		d10-15-19	500.00
			12,316.65

b) Previously PAID Invoices: *We have posted the following invoices PAID by the Town to our budget as expenditures:*

Vendor	PO Ref	Invoice	Amount
Compass Project Management	17163	CPM 78-01	30,909.00
Compass Project Management	17163	CPM 78-02	10,303.00

4 New Commitments: We have posted the contract value for Compass. Please see attached Major Contracts Report for additional detail.

5 MSBA ProPay Payment Requests (PR) in Process:

Last Warrant Information Received by Compass: included payments made on 10-24-19. Please continue to send warrant information to mekuppens@compasspminc.com as soon as payments are made.

Monthly Vendor Invoice Package and Budget Update from Compass Project Management, Inc.



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We cannot submit new a new reimbursement without the warrant number and check date. We may submit one reimbursement request to the MSBA each calendar month.

PR	Invoices	Subm to MSBA	Status
1	Project-to-Date (PTD), m/e Sept 2019	11-1-19	Pending

6 Reconciliation of Compass Expenditures to the Owner: Compass will reconcile our budget to the Owner's accounting on a regular basis. The reconciliation process is performed more quickly if a separate report can be sent in an Excel file format. Please send a report each month of (a) Expenditures Paid by Vendor *Project-to-Date* and, (b) if reconciliation of commitments is desired by the School Building Committee, PO's by Vendor to mekuppens@compasspminc.com.

7 Attachments:

- **New Invoice(s) Recommended for Payment** *pp 1-12*
- **Project Budget Status Report** *p 13*
- **Major Contracts** *p 14*
- **Budget Transfers & Usage of Contingency** *No Transfers have been made*
- **MSBA Reimbursement Summary** *p 15*
- **MSBA Report of Ineligible Costs** *No Update*

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INVOICE FOR SERVICES **TOWN OF WESTWOOD** **HANLON ELEMENTARY SCHOOL**

Michelle Miller, Procurement Officer
Town of Westwood
Westwood Town Hall
580 High Street
Westwood, MA 02090

10/31/2019
CPM 78-03
\$10,302.00
PO#17163

OPM Professional Services 10/1 - 10/31/2019

Monthly Lump Sum Payment: October 2019 10,302.00

Total Amount Due for this invoice \$10,302.00

Billing Summary

Feasibility Study Phase	MSBA Code	Contract	Prev. Invoiced	This Inv.	Total Invoiced	Remaining
Designer Selection (\$10,303/mo 6/19-10/19)	0001-0000	51,514.00	41,212.00	10,302.00	51,514.00	-
PDP/PSR (\$18,670/mo 11/19-8/20)	0001-0000	186,695.00	-	-	-	186,695.00
SD/Town Apprvl (\$16,443/mo 9/20-2/21)	0001-0000	98,655.00	-	-	-	98,655.00
Estimating		24,766.00	-	-	-	24,766.00
Reimbursables			-	-	-	
		361,630.00	41,212.00	10,302.00	51,514.00	310,116.00

Project Open Balance

0-30 days	31-60 days	61-90 days	> 90 days	Total
10,303.00	-	-	-	10,303.00



Ellis Strategies
A Strategic Communications Firm

Invoice 0003408-IN
Invoice Date: 10/1/2019
Customer Number: WPS

Invoice for PR Consulting

Client: Westwood Public Schools
E-mail: eparks@westwood.k12.ma.us

Description	Amount
Flyer Design	150.00

Please send payment to:
Ellis Strategies Inc.
11 Cedar Knoll
Boxford, MA 01921
(978) 887-6561

Tax ID # 20-3825557

Invoice Total: 150.00



WESTWOOD Public Schools

Join the conversation about Westwood's School Building Project and help us determine the future of our schools.

The Westwood School Committee is holding two sets of community forums this Fall to share information about the School Building Project and gather input from the community.

1) Initial Information Presentation and Feedback Session

October 23 and November 4 at 7:00 p.m. at the Thurston Middle School cafeteria
(participants can attend either session)

- Review the School Building Project process and receive a "current status" update;
- Meet the design team (project manager and architect); and
- Participate in small break-out groups to discuss project priorities.

2) Education Plan Presentation

December 9 and December 12 at 7:00 p.m. at the Thurston Middle School cafeteria
(participants can attend either session)

- Identify project priorities;
- Review the School District's roadmap for educational excellence in Westwood; and
- Understand the next steps for the School Building Committee.

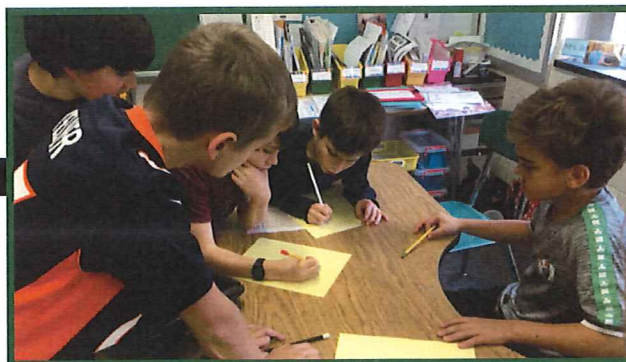
NEXT SPRING (dates to be announced):

The School Committee will continue community engagement sessions on the following topics:

- Review of the pros and cons of the School Building Project plan with the design team;
- Obtain input from the community on the School Building Project plan; and
- Determination and presentation by the School Building Committee of the preferred solution for the School Building Project.



Educational excellence is our top priority. The Westwood School Building Project will help us modernize our schools and enhance student learning. We look forward to your participation!





Community Newspaper Company
The Patriot Ledger
The Enterprise
15 Pacella Park Drive
Randolph, MA 02368

ADVERTISING DISPLAY INVOICE

DO NOT MAIL PAYMENTS TO ADDRESS AT LEFT.
PAYMENT AND REMITTANCE INSTRUCTIONS ARE ON BACK

MAKE CHECK PAYABLE TO:

GATEHOUSE MEDIA MA

Sales Rep: NASRULLAH, YASMIN
781-433-7917
Customer Service: 800-894-5141
Outside MA: 781-433-6910

ACCOUNT NUMBER: 487730
BILL DATE: 8/4/2019
BILLING PERIOD: 7/1/2019 - 8/4/2019
PAYMENT TERMS: PAYABLE UPON RECEIPT
NEXT BILL DATE: 9/1/2019

WESTWOOD PUBLIC SCHOOLS
220 NAHATAN ST
ADMIN OFFICE
ATTN: BIANCA
WESTWOOD MA 02090-2538

1877

**ACCOUNT SUMMARY**

Previous Balance \$82.80
New Charges this period + 57.12
Payments Received - 82.80
Debit Adjustments + -
Credit Adjustments - -
New Finance Charges + -
Finance Charges Cancelled - -

BALANCE DUE \$57.12

ALL OPEN ITEMS

Page 1 of 1

DATE	COMMENT/PO#/AUTH	DESCRIPTION	PRODUCT CODE	REFERENCE NO.	BILLED UNITS	TIMES RUN	GROSS AMOUNT	DISCOUNTED AMOUNT	DISC. CHARGE	NET AMOUNT
7/25	CONTRACT SCH 20 C 00	RFS/DESIGNER SERVICES LEGAL NO RAN IN NU		CN13818029	72L	1	57.12			57.12

A FINANCE CHARGE AT THE MONTHLY RATE OF 1.5% CORRESPONDING TO AN ANNUAL PERCENTAGE
RATE OF 18% WILL BE APPLIED TO ALL UNPAID BALANCES AS OF THE NEXT BILL DATE. (SEE ABOVE)

AGING OF AMOUNTS DUE

CURRENT	1 MONTH	2 MONTH	OVER 3 MONTHS	UNAPPLIED/PREPAID	TOTAL DUE
\$57.12	\$0.00	\$0.00	\$0.00	\$0.00	\$57.12

Open as of: 8/4/2019

CN13818029 57.12



487730

ADVERTISER NAME

WESTWOOD PUBLIC SCHOO
220 NAHATAN ST
ADMIN OFFICE
ATTN: BIANCA
WESTWOOD MA 02090
781-326-7500



GateHouse Media
New England

RETURN THIS PORTION WITH PAYMENT

PLEASE SEE REVERSE SIDE FOR IMPORTANT PAYMENT AND CODE INFORMATION

PLEASE PAY THIS AMOUNT

AMOUNT ENCLOSED

\$57.12

48773000000000000000000057120000000057121

Publ Code	Publication Name	Publ Code	Publication Name	Publ Code	Publication Name	Publ Code	Publication Name
BE	Daily Publications	DR	Duxbury Reporter	MV	Newburyport Current	SZD	South Zone D = CR/DR/HR/KR/OC/PR
DT	Daily Transcript	DT	Daily News Transcript	NA	North Andover Citizen	SZE	South Zone E = LA/RC/SE/WR
FRHN	Herald News/Fall River	EA	Easton Journal	NB	Natick Bulletin & TAB	TA	Tewksbury/Wilmington Advocate
MILF	Milford Daily News	FB	Falmouth Bulletin	NL	Northshore Life	TL	townonline.com
MN	MetroWest Daily News	FG	Cape Cod Happenings	ND	Needham Times	TG	Travel Guide
NT	Daily News Tribune	FR	Framingham TAB	NM	Norton Mirror	TGTG	Taunton Gazette
PL	Patriot Ledger	FREL	El Latino	NO	North Shore Sunday	TGTG	TV Book TGTG
TGTG	Taunton Gazette	FRHN	Herald News	NORT	North =	TGYJ	Yellow Jacket TMC
	Current Pubs/Zones	FRHN	Herald News		AN/BU/DH/GE/HW/P/MP/MV/NA/NO/SA/TT	TR	Register
AA	Arlington Advocate	FROB	O'Jurnal Brazillero	NR	Norwell Mariner	TT	Tri-Town Transcript
AB	Allston/Brighton TAB	FROJ	O'Jurnal	NT	Daily News Tribune	TV	TV Book CNC
AC	Beacon - Acton	FRPT	The Point	NU	Norwood Bulletin	UC	Upper Cape Coder
AN	Amesbury News	FRSH	SouthCoast Life TMC	NW	Newton TAB	WC	Wayland/Weston Town Crier
AR	Abington/Rockland	FRTV	SouthCoast Homes	NWST	NorthWest =	WD	Westwood Press
AS	Ashland/Holliston TAB	GBN	TV Book FRHN		AC/DO/EL/BU/CH/CO/LE/LM/LRG/TAW/TAWO	WE	Westford Eagle
BC	Bourne Courier		Greater Boston North =	NZ	Northwest Life	WEST	West =
BD	Bedford Minuteman	GBS	Greater Boston South =	OC	Old Colony Memorial		AS/FR/HC/MH/NK/SY/SC/SV/WC/WNT/WW
BE	Enterprise		AB/BR/ND/NW/PW/WP	PB	Plymouth Bulletin	WH	Whitman Times & Hanson Town Crier
BF	BrainTree Forum	GE	Georgetown Record	PK	Parents & Kids	WI	Winchester Star
BH	Berkmont Citizen Herald	GL	Good Life	PL	Patriot Ledger	WK	Wickford Observer
BI	Bridgewater Ind-Times-Star	HA	Harvard Post/Bolton Common	PR	Pembroke Mariner/Reporter	WL	WickfordLocal.com's
BK	Greater Brockton Pennysaver	HC	Hopkinton Crier	PT	Provincetown Banner	WN	Weymouth News
BL	Billerica Minuteman	HI	Hingham Journal	PW	Roslindale/West Roxbury Transcript	WO	Woburn Advocate
BO	Boston Homes	HM	Hanover Mariner	PY	Plymouth Guide	WP	Watertown TAB
BP	Hyannis/Centerville Pennysaver	HN	Hansconian	RA	Randolph Herald	WR	Wareham Courier
BR	Brookline TAB	HO	Harwich Oracle	RC	Raynham Call	WI	Wellesley Townsman
BU	Burlington Union	HR	Halifax/Plympton Reporter	RG	Reading Advocate	WW	Westboro News
BV	Beverly Citizen	HS	Holbrook Sun	SA	Salem Gazette	WX	Walpole Times
C1	Cape Codder	HW	Hamilton/Wenham Chronicle	SB	Sandwich Broadside	YH	Yarmouth Pennysaver
CB	Cambridge TAB	IP	Ipswich Chronicle	SC	Sudbury Town Crier		Cross Sell Partnerships
CC	Cambridge Chronicle	JB	WickedLocalJobs	SE	Sentinel	AV	Advocate
CCRE	Class Cape Cod Real Estate	JOBF	Jobfairs	SFFR	Special Section FRHN	BA	Boston Courant
CD	Cape Cod Day	KR	Kingston Reporter	SG	Saugus Advertiser	IB	East Boston Independent
CG	Country Gazette	LA	Lakeville Call	SH	Sharon Advocate	IC	Chelsea Independent
CH	Chelmsford Independent	LC	Lancaster Times/Clinton Courier	SJ	Somerville Journal	IE	Everett Independent
CJ	Canton Journal	LE	Lexington Minuteman	SK	SKIRT	IK	Independent Flyer
CM	Cohasset Mariner	LI	Littleton Independent	SM	Scituate Mariner	IND	The Independent Group Classifieds
CNC	Central Mass = MA/HA/LC	LH	Wicked Local Homes	SN	Sagamore/Sandwich Pennysaver	IR	Revere Independent
CO	Concord Journal	LJ	Lincoln Journal	SOB	SouthofBoston.com	W	Winthrop Independent
CP	Commercial Print	MA	Beacon Villager - Maynard	SS	Special Section CNC	LP	Lynnfield Peabody Wkly News
CR	Carver Reporter	MC	Medford Transcript	SSE	Special Section PL/EN	MB	Middleboro Gazette
CS	Cranberry Coast	MD	Mansfield News	ST	Stoughton Journal	TH	Hull Times
CT	Print & Deliver Over-Runs	ME	Medfield Press	STGS	Special Section TGTG		Discontinued Pubs/Zones
CX	Cape Ann Beacon	MF	Melrose Free Press	SU	Stoneham Sun	BB	Bourne/Buzzards Bay Pennysavers
CZA	Cape Zone A = C1/TR/UC	MH	Marlboro Enterprise/Hudson Sun	SV	The Villager	ENTW	BE Wrap TMC
CZB	Cape Zone B Pennysaver = DP/HO/BP/YR	MI	Milford Homes	SY	Shrewsbury Chronicle	FP	Falmouth Pennysaver
CZC	Cape Zone C Pennysaver = BB/FP/MP/SN	MILF	Milford Daily News	SZA	South Zone A =	MM	Mothertown
DH	Danvers Herald	ML	Marshfield Mariner		CJ/CG/DO/MD/ME/NM/NU/SH/WD	TPTW	PL Wrap TMC
DMDM	DM Direct Mail	ML	MetroWest Daily News	SZB	South Zone B =	TU	Taunton Call
DMPD	DM Postage	MO	Malden Observer		AR/BI/CM/HM/HU/ML/NR/SM/WW		
DO	Dover/Sherborn TAB	MP	Mashpee/Cotuit Penny	SZC	South Zone C =		
DP	Dennis Pennysaver	MR	Marblehead & Swampscott Reporters		RA/BU/BK/EB/EA/HS/WH/ST		

PRODUCT CODES

AU	Auto	IN	Internet	RD	Retail Display
CD	Classified Display	LE	Legal	RE	Real Estate
HW	Help Wanted	PD	Print & Deliver	SD	Service Directory

BILLED UNITS OF MEASURE

CI	Classified Inches	L	Special Size
SA	Standard Advertising Unit	M	Special Size

PLEASE COMPLETE THE APPROPRIATE SECTION AND RETURN IN THE ENCLOSED ENVELOPE AS SOON AS POSSIBLE.

PAY ONLINE AT

[HTTP://WWW.GATEHOUSEMEDIA.COM/PAY-YOUR-AD-BILL](http://www.gatehousemedia.com/pay-your-ad-bill)

OR BY CHECK USING INSTRUCTIONS TO THE RIGHT

MY INFORMATION HAS CHANGED TO:

NAME		
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE		
OTHER		

All disputes regarding the quality or amount of services provided by GateHouse Media represented by the charges on this billing statement must be addressed to GateHouse Media in writing within 30 days from the date of billing for GateHouse Media to consider them.

TO ENSURE CREDIT TO YOUR ACCOUNT:

1. DETACH & INCLUDE THIS PAYMENT STUB WITH YOUR PAYMENT
2. MAKE CHECK PAYABLE TO GATEHOUSE MEDIA MA
3. PUT YOUR ACCOUNT NUMBER ON YOUR CHECK
4. MAKE SURE THE ADDRESS BELOW SHOWS THROUGH THE WINDOW ON THE RETURN ENVELOPE PROVIDED

SEND PAYMENTS TO:

GATEHOUSE MEDIA MA
PO BOX 845908
BOSTON MA 02284-5908



Hometown Weekly Newspapers
120 North Meadows Road
Medfield, MA 02052
(508) 359-2200

INVOICE

BILL TO

Westwood Public Schools
Business Office
John Cianciarulo, Executive Asst.
220 Nahatan Street
Westwood, MA 02090

INVOICE # 26214

DATE 10/31/2019

DUE DATE 11/01/2019

TERMS Due on receipt

ACTIVITY	AMOUNT
10.10.19WEST Inserts	306.00
<hr/>	
BALANCE DUE	\$306.00

Please Send Invoices In
DUPLICATE TO:
Town of Westwood

Town of Westwood
PURCHASING DEPARTMENT
580 High Street
Westwood, MA 02090

PURCHASE ORDER NUMBER

18461

This Number Must Appear on Invoices,
B/L's, Shipping Memos and All Packages.

Issue Date

10/16/2019

Vendor No.	Requisition No.	Department
1549		

Contract/30B	Terms

ISSUED TO:

HOMETOWN WEEKLY
120 NORTH MEADOWS ROAD
MEDFIELD, MA 02052

Telephone #: (508) 359-2200

Fax #:

Email:

SHIP TO:

Town Hall
Westwood Town Hall

580 High St
Westwood, MA 02090

ALL OF THE ABOVE MUST APPEAR ON OUTSIDE LABEL

For further technical information contact:

TELEPHONE NO.:

Item	Quantity	Description	Account No.	Unit Price	Total Price
1	1.00	Hanlon School Community Mtg Advertising	320-978-5841	\$306.00	\$306.00

This order is exempt from Massachusetts Sales and Use Tax
Exemption Number

TOTAL OF PURCHASE ORDER**\$306.00**

If not a corporation, show your Internal Revenue Service
Number (or Social Security Number) on all invoices.

SIGNED



Norwood Printing
 Graphics & Marketing
 190 Central Street
 Norwood, MA 02062
 781-769-3929
 Fax 781-769-6682

Invoice

No. **20191811**

Date 10/11/2019

Town of Westwood-Public Schools
 220 Nahatan Street
 Westwood MA 02090

Customer P.O. No.
 18445

QUANTITY	DESCRIPTION	AMOUNT
6,300	School Building Project Flyer, 8.5 x 11 White 60# ACCENT OPAQUE DIGITAL TEXT , Digital Color on 1 side Design and Layout Charge \$75.00 Per HR	989.03 12.50
Sales Rep: Erik J. Perkins Account Type: Charge Account Please pay from this invoice. TERMS ARE NET 30: A 11/2% PER MONTH SERVICE CHARGE WILL BE CHARGED ON INVOICES OVER 30 DAYS OLD. Thank you!		SUBTOTAL 1,001.53 TAX SHIPPING TOTAL 1,001.53 AMOUNT DUE 1,001.53
File Originals School Building Project Flyer		

Please Send Invoices In
DUPLICATE TO:
Town of Westwood

Town of Westwood
PURCHASING DEPARTMENT
580 High Street
Westwood, MA 02090

PURCHASE ORDER NUMBER

18445

This Number Must Appear on Invoices,
B/L's, Shipping Memos and All Packages.

Issue Date

10/11/2019

Vendor No.	Requisition No.	Department
5203		

Contract/30B	Terms
	Ch 30B

ISSUED TO:

NORWOOD PRINTING GRAPHIC & MKTG INC
190 CENTRAL STREET
NORWOOD, MA 02062

Telephone #: 781-769-3929
Fax #: 781-769-6682
Email:

SHIP TO:

Town Hall
Westwood Town Hall

580 High St
Westwood, MA 02090

ALL OF THE ABOVE MUST APPEAR ON OUTSIDE LABEL.

For further technical information contact:

TELEPHONE NO.:

Item	Quantity	Description	Account No.	Unit Price	Total Price
		School Bldg Committee Flyer			
1	1.00	School Bldg Committee Flyer	320-978-5841	\$989.03	\$989.03

Estimate #15927

This order is exempt from Massachusetts Sales and Use Tax
Exemption Number

TOTAL OF PURCHASE ORDER**\$989.03**

If not a corporation, show your Internal Revenue Service
Number (or Social Security Number) on all invoices.

SIGNED





Date: October 15, 2019

From: WMC, Westwood Media Center 15 Perwal
Street Westwood, MA 02090

To: Compass-WPS School Building Project
240 Nahatan Street Westwood, MA 02090

Invoice for SBP meeting coverage 10/11/10

Total Due: \$500

Please make check payable to Westwood Media Center

		BUDGET	TRANSFERS	REV'D BUDGET	COMMITTED	SPENT	LEFT TO SPEND	AVAILABLE
MSBA Classification Name	MSBA Code	Feasibility Budget	Budget Transfers	after Budget Transfers	Contracts, PO's, or Otherwise Spent	Total Paid Project to Date	on Current Contracts, PO's	to Commit or Spend
		F	G	H = (F + G)	I	J	K = I - J	L = H-MAX(I,J)
FEASIBILITY STUDY AGREEMENT 00000000		4	5			8		
OPM - Feasibility Study	00010000	450,000	-	450,000	361,630	51,514	310,116	88,370
A&E - Feasibility Study	00020000	950,000	-	950,000	-	-	-	950,000
Environmental & Site	00030000	200,000	-	200,000	-	-	-	200,000
Other	00040000	150,000	-	150,000	2,015	2,015	-	147,985
TOTALS for FEASIBILITY STUDY		1,750,000	-	1,750,000	363,645	53,529	310,116	1,386,355

Items highlighted in yellow are new this reporting period

Vendor	Post Period	Amend/CO number	LN	Desc	Commitment Amount	MSBA CODE	MSBA Desc
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Compass Project Management, Inc.

Feasibility Phase:


CPM	2019.10	Orig Contract, AM 1	S	Feasibility Phase	361,630.00	00010000	OPM - Feasibility Study
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Feasibility Subtotal: 361,630.00

TOTAL for Compass Project Management, Inc. (CPM): 361,630.00

-

Major Contracts TOTAL: 361,630.00

District Name	Westwood	School Name	Hanlon Elementary School
MSBA ID	201703350015	Budget Phase	FSA Budget
Procurement Type	Undetermined	Total Project Budget	\$1,750,000
Project Type	Core Program	Board Approved Final TFG Date	
Project Scope	N/A	Estimated Max Total Facilities Grant (95% Amt) 	\$619,850(\$588,858)
FSA Effective Date	3/8/2019	Maximum Total Facilities Grant	\$619,850
PFA Effective Date		Total MSBA Payment Amount (to Date)	\$0
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	0.00%
Reimbursement Rate	35.42%	Project Phase	OPM Selection

Payment Request No	Request Type	Electronic Payment Request Date	Submitted Amount	Eligible Project Cost	Ineligible Project Cost	MSBA Payment Amount	MSBA Payment Date
<u>1</u>		11/1/2019	\$41,212	\$41,212	\$0	\$0	
Total			\$41,212	\$41,212	\$0	\$0	