

June 10, 2024

Brad Ricardo
Roof and Building Services Intl.
2000 Rogers Road,
Perth, ON k7H 1p9

Dear Brad,

**RE: 2024 Canopy Roofing Repairs – Thorncliffe Court
40-154 Provender Avenue, Ottawa, ON
Contract Close-Out**

RJC No. TOR.131538.0004

All parties (Ottawa Community Housing Corporation, Read Jones Christoffersen Ltd., Roof and Building Services Intl.) have agreed that the work associated with the 2024 Canopy Roofing Repairs at the above-noted site is substantially complete. A copy of the Certificate of Substantial Performance is attached for publication. You are required by the terms of your Contract to take all appropriate measures to comply with the Contract Close-Out procedures outlined in the documents including:

- The requirements of the Construction Act
- The requirements of the Worker's Compensation Act
- All other Contractual Obligations

In addition to these items, you are also required to supply all guarantees, warranties, inspection certificates, maintenance manuals and project record drawings in accordance with the requirements of the Contract Documents. These requirements are outlined in the specification, specifically:

- Section 01 78 36 – Warranties and Bonds
- Section 01 78 39 – Project Record Drawings

The warranty periods are clearly outlined in Specification Section 01 78 36 and in the applicable technical specification sections. All warranty periods shown in this section are applicable and remain unchanged.

Contractor is required to submit maintenance manuals and project record drawings for the work performed as part of the Contract. If a clean set of drawings is required for record drawing purposes please let RJC know.

The holdback will become payable sixty (60) days from the date of publication of the Certificate of Substantial Performance. Please include proof of publication and all warranties and maintenance manuals



with your holdback invoice. It is expected that all deficiencies will be addressed and the required maintenance manuals and project record drawings will be provided prior to the holdback invoice becoming due.

We trust this information is satisfactory and self-explanatory; however, if you have any questions, please do not hesitate to call.

Yours truly,

READ JONES CHRISTOFFERSEN LTD.

A handwritten signature in black ink, appearing to read 'Patrick Marquis', is positioned above the typed name. The signature is fluid and cursive, with a large loop at the end.

Patrick Marquis, MASC, P.Eng., LEED® AP BD+C
Project Engineer
Building Science and Restoration

Encl. Certificate of Substantial Performance

Construction Act

R.S.O. 1990, Chapter C.30
Last Amendment: 2018, C.17, Sched. 8, S.1-20

**CERTIFICATE OF SUBSTANTIAL PERFORMANCE
OF THE CONTRACT UNDER SECTION 32 OF THE ACT**

CITY OF OTTAWA

**THORNCLIFFE COURT
40-154 PROVENDER AVENUE
OTTAWA, ONTARIO**

This is to certify that the Contract for the following improvement:

2024 CANOPY ROOFING REPAIRS

to the above premises was substantially performed on **APRIL 30, 2024**

Date certificate signed: **JUNE 10, 2024**

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(Payment Certifier)

Name of Owner: **OTTAWA COMMUNITY HOUSING CORPORATION**

Address of Service: **39 AURIGA DRIVE,
OTTAWA, ON K2E 7Y8**

Name of Contractor: **ROOF AND BUILDING SERVICES INTL.**

Address for Service: **2000 ROGERS ROAD,
PERTH, ON K7H 1P9**

Name of Payment Certifier: **READ JONES CHRISTOFFERSEN LTD.**

Address: **1545 CARLING AVENUE, SUITE 304
OTTAWA, ON K1Z 8P9**

A. Identification of premises for preservation of liens:

40-154 PROVENDER AVENUE, CITY OF OTTAWA