



IRC Building Sciences Group

4026 Meadowbrook Drive, Suite 131
London, Ontario, N6L 1C7
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Toll Free: 1.888.607.5245

GEN-PRO
2211 Plains Rd. E.
Burlington, Ontario
L7R 3R3

October 30, 2020
Page 1 of 1
T: 905-802-1360
Luc@genpro.ca

Attention: Luc Seguin

RE: Close-Out Documents for
Breithaupt Centre Skylight Replacement
350 Margaret Ave.
Kitchener, Ontario, N2H 6S5

Dear Mr. Seguin,

This letter is to inform you that the above noted project is now substantially complete.

Attached is our Notice of Substantial Completion (Form 9). Kindly issue the following close-out documents:

1. Notice of Publication
2. Contractor's Warranty as applicable
3. Manufacturer's Warranty as applicable

Once the required documentation is processed, you may forward them to me for review and proper distribution. Final payment will be released once all close-out documents are received in good order.

Should you have questions or concerns, do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian DeFrias'.

Brian DeFrias, C.E.T., BSS
Manager of Building Sciences

FORM 9
CERTIFICATE OF SUBSTANTIAL PERFORMANCE OF THE
CONTRACT UNDER SECTION 32 OF THE ACT

Construction Act

City of Kitchener

(County/District/Regional Municipality/Town/City in which premises are situated)

350 Margaret Ave., Kitchener, Ontario, N2H 6S5

(street address and city, town, etc., or, if there is no street address, the location of the premises)

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

Breithaupt Centre Skylight Replacement

(short description of the improvement)

to the above premises was substantially performed on **October 30, 2020**

(date substantially performed)

Date certificate signed: **October 30, 2020**



(payment certifier where there is one)

(owner and contractor, where there is no payment certifier)

Name of owner: **City of Kitchener**

Address for service: **200 King Street W., Kitchener, Ontario N2G 4G7**

Name of contractor: **GEN-PRO**

Address for service: **2211 Plains Rd. E., Burlington, Ontario L7R 3R3**

Name of payment certifier (where applicable): **IRC Building Sciences Group**

Address: **4026 Meadowbrook Drive, Suite 131, London, Ontario, N6L 1C7**

(Use A or B, whichever is appropriate)

☒ A. Identification of premises for preservation of liens:

350 Margaret Ave., Kitchener, Ontario, N2H 6S5

(if a lien attaches to the premises, a legal description of the premises,
including all property identifier numbers and addresses for the premises)

☐ B. Office to which claim for lien must be given to preserve lien:

(if the lien does not attach to the premises, the name and address of the person or body to whom the claim for lien must be given)