



A Rimkus Company

**Rimkus Consulting Group Canada, Inc.**

2121 Argentia Road, 4th Floor  
Mississauga, Ontario, L5N 2X4  
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Roque Roofing Inc.  
3 Clark Avenue  
Hamilton, ON L8L 7J7

August 2, 2023  
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Tel: 905.525.9689  
jack@roqueroofing.com

**Attention: Jack Roque**

RE: Closeout Documents for Brantford CVI  
120 Brant Ave, Brantford, ON  
Client Project: 2023-25-T  
IRC Project: 3831-HR23-156FR  
Roof Areas 203 & 204

Dear Mr. Roque,

This letter is to inform you that the above-noted project is substantially complete. Please find enclosed a copy of the Certificate of Substantial Performance, Form 9, for the project.

It is your responsibility to place an advertisement in the Daily Commercial News stating the completion of work at the above-noted address to inform all subcontractors and suppliers. Once the advertisement has been posted and Rimkus Consulting Group Canada Inc. is in receipt of an *official certificate* from the Daily Commercial News confirming the placement, Rimkus will authorize the release of statutory holdback funds after the passing of the Lien period, 60 days from the date indicated on the Certificate of Substantial Completion.

Kindly issue the following Closeout documents to Rimkus:

1. Notice of Publication.
2. Contractor's Workmanship Warranty.
3. Manufacturer's Roofing Warranty.
4. Maintenance manuals for installed products or systems.

Note that all warranties **must** identify the **roof areas** and specify the **square footage** completed for this project.

Once processed, please submit copies of the required project documentation to our office for review. Original documents are to be submitted to the Client (school board). Final payment to be released after all Closeout documents are received and deemed in good order.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact our office.

Yours Truly,

Marco Merolle  
Roofing Practice Leader

cc.-file

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

*Construction Act*

**Brant County**

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

**120 Brant Avenue, Brantford, ON N3T 3H3**

(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:

**Replacement of Roof Areas 203 and 204**

(short description of the improvement)

to the above premises was substantially performed on **July 6, 2023**

(date substantially performed)

Date certificate signed: **August 2, 2023**



(payment certifier where there is one)

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

Name of owner: **Grand Erie District School Board**

Address for service: **349 Erie Avenue, Brantford, ON N3T 5V3**

Name of contractor: **Roque Roofing Inc.**

Address for service: **3 Clark Avenue, Hamilton, ON L8L 7J7**

Name of payment certifier (where applicable): **Rimkus Consulting Group  
Canada, Inc.**

Address: **2121 Argentia Road, 4<sup>th</sup> Floor, Mississauga, ON L5N 2X4**

(Use A or B, whichever is appropriate)

A. Identification of premises for preservation of liens:

**Brantford Collegiate Institute and Vocational School, 120 Brant Avenue, Brantford, ON N3T 3H3**

(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)