



A Rimkus Company

**IRC Building Sciences Group**

4026 Meadowbrook Drive, Suite 131  
London, Ontario, N6L 1C7  
Tel: 519.652.5985, Fax: 519.652.9926  
Toll Free: 1.888.607.5245

PK Construction Inc.  
37 Tillson St., Unit A  
Tillsonburg, Ontario  
N4G 0B7

November 23, 2021  
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Tel: 519.709.6324  
Fax: 519.842.6134  
[jeff@pkconstruction.ca](mailto:jeff@pkconstruction.ca)

**Attention: Jeff Suckel**

RE: Closeout Documents for Building Façade Rehabilitation  
Tillsonburg Customer Service Centre  
10 Lisgar Ave., Tillsonburg, ON  
Client Project: RFT2020-018  
IRC Project: LB21-005IN-23617

Dear Mr. Suckel,

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

Attached is our Certificate of Substantial Performance (Form 9). You are responsible for placing an advertisement in the Daily Commercial News stating the completion of work at the above stated address, to inform all sub-contractors and suppliers.

Kindly issue the following close-out documents:

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

**NOTE: There is still currently outstanding work left to be completed on site which includes, but is not limited to, roof parapet cap metal flashing installation, exterior sealants, final cleaning, and repairs to the damaged grounds and landscaping caused by the Work.**

Once the required documentation is processed, you may forward them to our office 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, please contact our office.

Brian DeFrias, CET, BSS  
Manager of Building Sciences

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

*Construction Act*

**Town of Tillsonburg**

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

**10 Lisgar Ave., Tillsonburg, Ontario N4G 5A5**

(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:

**Building Façade Rehabilitation at Tillsonburg Customer Service Centre**

(short description of the improvement)

to the above premises was substantially performed on **November 22, 2021**

(date substantially performed)

Date certificate signed: **November 23, 2021**



(payment certifier where there is one)

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

Name of owner: **Town of Tillsonburg**

Address for service: **10 Lisgar Avenue, Tillsonburg, Ontario N4G 5A5**

Name of contractor: **PK Construction Inc.**

Address for service: **37 Tilson Street - Unit A, Tillsonburg, Ontario N4G 0B7**

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:

**Tillsonburg Customer Service Centre - 10 Lisgar Avenue, Tillsonburg, Ontario N4G 5A5**

(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)