

I. ALL PAYMENT CERTIFICATES

- ☐ 1. One (1) Payment Certificate is prepared (including measured Tendered quantities, change orders *(blue)* and all Health & Safety Documentation, reviewed, checked and signed by the Contract Administrator.
- ☐ 2. Payment Certificate, along with the required documentation and checklist, are submitted to the Environmental and Engineering Services Department —*Finance and Corporate Services – Tangible Capital Assets, 9th Floor, Attention: Capital Budget Analyst*
- ☐ 3. Payment Certificate signed by the Contractor.
- ☐ 4. Certificate of Clearance from the Workplace Safety and Insurance Board (Reference City of London Standard Contract Documents, Sample Tender Document, Page IT-2, Clause 8 Information for Tenderers).

II. SUBSTANTIAL COMPLETION

Required Documentation

- ☐ a) Statutory Declaration re: Liens and Payment of Accounts (Reference City of London Standard Contract Documents, Section Statutory Declaration)
- ☐ b) Copy of Certificate of Clearance
- ☐ c) Workers’ Compensation Declaration – Corporation Tax Act WCD-1 (Reference City of London Standard Contract Document, Section Sample Tender Document)

III. RELEASE OF HOLDBACK

Required Documentation

- ☐ a) A copy of the Notice of Substantial Completion from the Daily Commercial News
- ☐ b) Memo or email from the City Clerk’s Office, Records Clerk, confirming any claims or liens filed against the contract. Request confirmation by emailing records@london.ca. The confirmation of any claims or liens shall be cc: to Finance and Corporate Services – Tangible Assets, Rm 910, Attention: Capital Budget Analyst.

IV. FINAL (may coincide with release of holdback)

(on next page)

Required Documentation

- ☐ a) Statutory Declaration re: Liens and Payment of Accounts
- ☐ b) Copy of Certificate of Clearance
- ☐ c) Workers’ Compensation Declaration – Corporation Tax Act WCD-1

Date

Contract Administrator