



**GOVERNMENT OF THE COOK ISLANDS
COMMUNITY DEVELOPMENT DIVISION**

**TENDER FOR
ROAD BEAUTIFICATION SERVICES
FOR THE TEN (10) CONSTITUENCIES ON RAROTONGA**

**GOVERNMENTS INITIATIVE TOWARDS SMALL COMMUNITIES
MONETARY FUNDRAISING BENEFITS**

TENDER No:

1. **19 - 2022 RCBP – AK** (Constituency of Akaoa, Arorangi)
2. **19 - 2022 RCBP – ME** (Constituency of Muri Enuu, Arorangi)
3. **19 - 2022 RCBP – TT** (Constituency of Titikaveka)
4. **19 - 2022 RCBP – NG** (Constituency of Ngatangiaa)
5. **19 - 2022 RCBP – MV** (Constituency of Matavera)
6. **19 - 2022 RCBP – TUP** (Constituency of Tupapa Maraerenga)
7. **19 - 2022 RCBP – TV/TK** (Constituency of Takuvaine, Tutakimooa)
8. **19 - 2022 RCBP – RU/AV** (Constituency of Ruatonga, Avatiu)
9. **19 - 2022 RCBP – NK/PM** (Constituency of Nikao, Panama)
10. **19 - 2022 RCBP – RU** (Constituency of Ruaau, Arorangi)

**ROAD BEAUTIFICATION SERVICES
FOR THE TEN (10) CONSTITUENCIES ON RAROTONGA,
COOK ISLANDS**

**SECTION ONE
INSTRUCTIONS TO TENDERS**

1. KEY INFORMATION FOR TENDERS

1.1. Description of Contract works

This contract is for a “maintenance service” of approved public roads by the Ministry of Internal Affairs and Constituency Leaders within the ten (10) constituencies main road, back road and cross roads on the island of Rarotonga. A brief description of each road areas identified are to be maintained and specific location and instructions are outlined in section three of this tender document.

1.2. Contract Type

This is a “lump sum fixed price” Tender as defined by the general conditions of this document.

1.3. Principal Expectation

- 1.3.1. The Ministry of Internal Affairs, Cook Islands Government is looking to provide **clean, healthy and safe community roads**, minimising costs and increasing community satisfaction.
- 1.3.2. The Governments facilitation is for the **beautification activities to be translated into monetary fundraising benefits** towards small communities within Rarotonga ten (10) Constituencies.
- 1.3.3. The Constituency Committees shall champion the activities of this program. The Committee shall be constituted by law, recognised by traditional leaders, pillars of Society, and the community. They shall be the **constituency welfare caretakers**, engaged on various community projects.
- 1.3.4. Provide value for money and increasing price certainty in the procurement and delivery of works for a clean healthy and safe community.
- 1.3.5. Implement a proactive strategy to enable the timely completion of works.
- 1.3.6. Undertake all practical measures to mitigate the social, environmental, health and safety impacts of their activities.
- 1.3.7. Tenderers are to demonstrate in their submissions that they fully understand the requirements of the tender documents provided.
- 1.3.8. Tenderers should also show that they can and will provide all the necessary resources and commitment to successfully complete the contract works to meet the above expectations.

1.4. Tender Submission

- 1.4.1. The Cook Islands Government requires conforming tenders for this contract. Tenderers shall ensure that their tenders meet all the requirements of the tender documents.

- 1.4.2. In accordance with Clause 2.4.2 of the Principals Specific Conditions for Tendering, the Cook Islands Government will not consider alternative tenders for this contract.
- 1.4.3. All tenders shall be submitted in accordance with Clause 1.5.1, Specific Instructions for Closing of Tender.

1.5. Key Contract Data

- 1.5.1. The following table summarises the key features and data for this contract. The information and details contained elsewhere within these tender documents shall over rule this table if there is any ambiguity and/or conflict with the following information.

Description	Key Contract Data
The Contract works	Rarotonga Community Beautification Programme
Constituencies	ALL
Type of Contract	Lump sum – fixed price
Closing date for tender queries	Three (3) days prior to tender closing
Site Visit	Arrange through: Mr. Henry Tupa RCBP Coordinator Telephone (682) 29 370 or email henry.tupa@cookislands.gov.ck
Tender Closing date	4:00pm Thursday 6 th June 2019
Tender selection method	Weighted attributes
Conditions of contract	Cook Islands Financial Policies and Procedures Manual: Section 3D – Tender Process
Contract start date	1 st July 2019
Contract period	Total of 12 months – One (1) Year
Liquidated damages	Not applicable
Defects liability period	Not applicable

1.6. Communication between Tenderer and Cook Islands Government

- 1.6.1. All communications between the tenderer and the principal shall be in writing. Email and facsimile communications are acceptable.
- 1.6.2. When Tenderers receive the tender documents, they shall notify Mr. Henry Tupa of the Ministry of Internal Affairs, Community Development Division, (see email address above), the name and contact details of the person to whom all correspondence shall be directed within the tenderers organisation.
- 1.6.3. All communications must be clearly addressed to the Governments nominated person (see above), so as not to be delayed.
- 1.6.4. Tenderers queries shall also be addressed to the person named above as soon possible. All tenderers queries shall be responded to within three (3) working

days of receiving them, but queries shall receive in the final three (3) days and prior to the closing of tenders shall not be responded too.

1.7. Site Visit

- 1.7.1. The tendering contractor and/or tenders personnel shall make their own arrangements to visit the site. Any site visit can be arranged via Mr. Henry Tupa at the address noted above, to inform on the sites required to be maintained.

1.8. Electronic Information

- 1.8.1. Electronic copies of all the documents for this tender are available from the following email address, henry.tupa@cookislands.gov.ck and via our website www.intaff.gov.ck
- 1.8.2. Electronic copies of the document are provided in good faith to assist tenderers. Hard copies may be requested from the reception office of the Ministry of Internal Affairs.
- 1.8.3. Only hard copies of the tender documents shall be acceptable and used for the tender acceptance prior to the closing date of tenders.

1.9. Additional Information

- 1.9.1. Tenderers are deemed to have studied all of the information provided and made themselves aware of any matter whatsoever that may and/or could influence or effect their tender price.
- 1.9.2. The Cook Islands Government does not guarantee the accuracy or completeness of any data provided or the correctness of any interpretations. Tenderers are responsible of the interpretation of site conditions from the information given, their inspection of the site and any other investigations and/or inquiries made on their behalf.
- 1.9.3. Tenderers shall submit with their tender all information requested by these documents for the purposes of the tender evaluation.

2. CONDITIONS OF TENDERING

The conditions of tendering are those included in the Cook Islands Government Financial Policies and Procedures Manual, Part D – Section 3, of the Public Tendering for Standard Terms of Tendering.

2.1. Submission of Tenders

- 2.1.1. The Cook Islands Government may at its sole discretion consider any tender received after the time stipulated, if the circumstances can be shown to be extreme, and beyond the control of the tenderer, government will not consider unless justified and circumstantial.

2.1.2. Alternative tenders will “not be considered”.

2.2. Acceptance of Tender

2.2.1. The Cook Islands Government reserves the right to reject any or all tenders.

2.3. Principal Reserves the right not to accept all the Tendered Work

Depending on the tender prices received there may not be sufficient funding for all of the work scheduled. Therefore parts of the scheduled works may not be accepted as part of this contract.

2.3.1. The principal reserves the right to not accept as much as twenty percent (20%) of the scheduled works, prior to tender acceptance within reason. No claim may be made by the contractor for any loss of profit, administration and costs as a result of the principal not accepting any part of the tendered schedule. Non acceptance of any of the scheduled items shall not constitute reason for adjustment of any of the other rates.

2.4. Principals Specific Conditions of Tendering

The Cook Islands Government advises the tenderers of the following specific conditions as follows in this Tender.

- 2.4.1. Under no circumstances will the Cook Islands Government be liable for any expenses, losses and/or damages incurred by the tenderer in pursuing this tender. All costs and expenses of whatever nature relating to this tender shall be born solely by the tenderer.
- 2.4.2. Tenderers attempting in any way to influence the awarding of this tender in writing and/or verbal means by lobbying the Cook Islands Government, Ministers, Civil Servants or other Senior Government Staff during the period that the tender is let, will be disqualified from this tender.
- 2.4.3. Tenderers should note that this tender is to be expressed in New Zealand dollar (NZ\$) currency terms and that no currency fluctuations for whatever reason will be entertained or allowed.
- 2.4.4. Tenderers should note that the map attached (Section 4 Appendices: Schedule for Site and Location) to this invitation to tender is indicative of what all Constituencies would like as the area layout as agreed by the community authorities. However this does not mean that the area road layout is final and this is to be left in the hands of the tenderers, Constituency authorities who may recommend improvements to the roads and other additional works.
- 2.4.5. Tenderers are notified that the Governing Law in respect of this contract shall be the law of the Cook Islands and no legal action of any kind shall be brought pursuant to this tender, except in the High Court of the Cook Islands.

2.5. Tender Evaluation Criteria and Procedures

Tenderers for this contract will be evaluated using the 'weighted attributes' method and is summarised as follows:

- 2.5.1. **Price** – for completing the total schedule of works noted in Section 2 – Cleaning Instruction Brief. Therefore, tenderers are to complete their pricing in the schedule of prices in section 3 of this tender. Also to provide further information where requested so as to inform the tender evaluation panel on the **basis of a complete price structure submitted**.
- 2.5.2. An example for tenderers costs basis, tenderers must note that cost per unit for each (meters squared m²) road area shall be 13 cents per m² (Refer to Section 4 of the Constituency Maps). The unit cost includes all tenderers expenses, fuel and labour.
- 2.5.3. **Previous Track Record and Experience** – The tenderer must provide details of two recent works done similar to this tender works, demonstrating their ability as sub-contractors or community group to complete the contract works. Sub-contractors with the help of the Committee must describe the delivery method of works with specific performance targets. The information provided must include the following:
 - Name, Location and the value of work contract, indicate year of each of the works that was completed
 - The name of the client, company and contact phone number
 - Describe whether the work was completed to the specified quality standard and to the clients satisfaction
- 2.5.4. **Proposed Programme to complete works** – The sub-contractor is required to submit a proposed programme of works clearly defining schedule of works in a form of a calendar or any other acceptable form presented, forming part of the evaluation procedure. This document needs to inform the evaluation panel how the tenderer intends to schedule his/her groups program work, the a proposed cash flow month by month and the communication responsibilities between the sub-contractors/community groups and the client. The Constituency Committee must clarify how they intend to manage sub-contractors/community groups in order to complete the works at the acceptable work standard and in a timely fashion.
- 2.5.5. **Labour Composition** – It is important that the tenderer must demonstrate that the proposed composition of labour shall include a balance of community groups such as **sports, church, youth, fundraising** and any organised association from within that constituency only. The Tenderer must indicate in the proposed programme the distribution of works scheduled for each community group/organised association for the entire 12 months duration. Tenderer must note that the use of private commercial labour is not permitted for this contract and therefore must be 100% community or group/association labour.
- 2.5.6. **Resources** – The sub-contractor and the Constituency Committee must submit details on the number of the relevant machineries for the complete list of works and indicate that the total equipment shown are sufficient to complete this tender work specification. The tenderer must also indicate the optimum number of labour required to complete all schedule of works including special projects

for each month. It is paramount that the tenderer quantifies the number of man hours, needed to complete all works on a month by month basis. This information needs to inform the evaluation panel the maximum number of resources needed to complete all works for each month.

The sub-contractor and constituency committee must promote and apply best practices for health and safety measures which will be implemented during the contract works. The use of safety cones, pre-warning signs to warn vehicles of ongoing works on main roads and back roads must be applied. The use of safety vests for workmen and other safety measures must also be applied.

2.5.7. Table for each of the weighting are as follows:

Criteria	Weighting
Contract Price	30%
Labour composition	25%
Proposed programme to complete works	20%
Previous track record and experience	15%
Resources	10%
TOTAL	100%

**ROAD BEAUTIFICATION SERVICES
FOR THE TEN (10) CONSTITUENCIES ON RAROTONGA,
COOK ISLANDS**

**SECTION TWO
CLEANING INSTRUCTION BRIEF**

CLEANING INSTRUCTION BRIEF

SCOPE OF WORKS FOR MAINTENANCE AREAS

This instruction brief is for a total package of a “lump sum price” structured and agreed by the constituency authorities for clean, healthy and safe communities within each Constituency. The Committee and its sub-contractors will perform the following specifics of this tender and will ensure that properties are kept in a neat appearance

The following is a summary of what is required:

1. Road lawn maintenance

- 1.1 Lawn on both sides the main road, back road and cross roads, sidewalks and curbing will be mowed on a monthly basis. The level of maintenance must be neat and uniform in appearance.
- 1.2 Tenderers shall maintain absolute care when cutting around private hedges, trees with the use of any form of cutting equipment and/or machinery.
- 1.3 The grass is to be maintained at a uniform height, to allow a clear view of all public utilities around bridge walls, public and village signage and telephone pillars.
- 1.4 Any lawn area within the 12 meters width (6 meters from centre line of road) of the main road class as public property will be mowed and maintained.
- 1.5 Any lawn area on the shoulders of the back road within the 1 meter will be mowed of any overgrown grass.
- 1.6 Tenderers must encourage a consistent lawn maintenance regime with regards to grass cycle to ensure a neat and uniform appearance throughout the full duration of this tender.
- 1.7 All grass clippings, kikau, coconuts, leaves, sticks, fallen branches and any other organic litter will be collected and moved at the tenderers own disposal site for burning.
- 1.8 Burning of grass clipping, dry leaves or any sort of organic material on the side of roads will not be permitted which can cause absolute danger to oncoming vehicles.
- 1.9 Aluminium cans, glass and plastic bottles, plastic bags (recyclable materials) will be collected and disposed in bins for collection.
- 1.10 Chemicals or fertilisers (weed control, paraquat or roundup) of any form shall not be permitted for the maintenance of public roads.

2. Road drainage maintenance

- 2.1 All road drainage areas will be mowed and cleared on a monthly basis of any litter or soil that may prevent water from flowing into adjacent stream.
- 2.2 Tenderers shall establish a strategy to ensure drainage, ditches, around curbs and gutters will not be obstruct continuously by any form of litter, soil or over grown shrub that may encourage flooding.

3. Overgrown Hedges maintenance

- 3.1 Hedges and overgrown shrubs within the 12 meters width of the main and back road are to be pruned as necessary as possible to maintain an orderly appearance.
- 3.2 Tenderers are required to inform owners of any work done to their hedges as well to sight the right to carry out such work in accordance to the Transport Act 1953, section 54 – Authority to prevent obstruction of clear view; section 56 – Offences for non-compliance.
- 3.3 Hedges obstructing view at the connection road to the main or back roads shall be pruned back to allow a clear view of an oncoming traffic.
- 3.4 Hedges obstructing view of the public and/or community signage (stop signs, speed signs, school signs, village boundary or district signs and others) shall be pruned allowing good visibility.
- 3.5 Tenderers are to report to the Te Aponga Uira of any over grown hedges and/or trees over power lines that is likely to be a risk to the public. Tenderers are not to clear any tree that is obstructing power lines.

4. Miscellaneous

- 4.1 Tenderers are to report any damage to any public utilities like (bridge walls, public signs, telephone pillars, power lines) to the appropriate authorities when discovered during days of work. Tenderers must have records of these reporting and sighted in their invoices.
- 4.2 Tenderers will put into effect health and safety measures during days of work. The use of safety cones pre-warning traffic of contractors working on the roads must be visible at all times. Safety vests will be worn by all contractors when working on roads.
 - Placement of minimum 4 – 6 cones at 15 – 20 meters apart, in centre of road within the vicinity of work area.
 - Signage on the first and the last cone, warning traffic with the following sign **“WORKMEN AHEAD, SLOW DOWN”**
- 4.3 Works under special projects outside of the scope of works in the tender document will be carried out under the directive and supervision of the tenderer.
- 4.4 Special projects not approved under this tender will not be accepted. Tenderers must ensure costs for special projects are included in the schedule of prices.
- 4.5 Tenderers will have own disposal site for the burning of all litter (organic litter only).

**ROAD BEAUTIFICATION SERVICES
FOR THE TEN (10) CONSTITUENCIES ON RAROTONGA,
COOK ISLANDS**

**SECTION THREE
SCHEDULE OF PRICES**

SCHEDULE OF ITEMS

This contract is a lump sum fixed price (NZ Currency) Contract. There will be no contingencies or variations in the course of this tender. In pricing the schedule the tenderer shall allow for all costs required to carry out and complete the works as specified in the tender documents unless expressly excluded during final negotiations of contract.

In the opinion of the tenderer, if the schedule does not contain any items that are required for the successful completion of works, then they shall identify, list and price such item as part of this tender.

Should no allowances be made, then the sums entered against the items scheduled shall be deemed to cover all of the tenderers obligations under his tender.

Tenderers shall attach the following to the schedule:

1. A schedule of days works indicating not more than 3 days for each calendar month.
2. Cash flow disbursements for all community group or organised association that are likely to be employed on this tender and may suggest a rotation regime of groups shall remain valid throughout the contract period without change in any way.
3. Day works shall be measured as the actual time spent by specific workmen.
4. The unit rate for labourers shall include for all equipment used.
5. A schedule of property items proposed to be used on this tender and their relevance to complete the scope of works.
6. Any additional schedule of any assumption used in the compilation of the tendered sum is to be included in the tenderers submission.

SCHEDULE OF QUANTITIES

Item	Description	Unit 13 cents/ m ²	Quantity Total/m ²	Rate Rate/m ² (\$NZ)	TOTAL (\$NZ)
1.0 Preliminary & General					
1.1	Allow for the complete <u>main road</u> mowing, collecting, pruning and carting.	1			
1.2	Allow for the complete <u>back road</u> mowing, collecting, pruning and carting.	1			
1.3	Allow for the complete <u>cross roads</u> from main to back road mowing, collecting pruning and carting	No. of cross roads			
2.0 Miscellaneous					
2.1	Allow for safety cones, warning signs requirements <u>at tenderers own costs</u>	1	No.		
2.2	Allow for the provision of safety vests <u>at tenderers own costs</u>	1	No.		
2.3	Allow for special projects considered and approved by community authorities as part of the work for this tender	1	No.		
4.0	CONTINGENCY				
	Contingency is not necessary for this tender.				
5.0	CONTRACT TOTAL				
5.1	VAT Inclusive @ (15%) for registered commercial company only. Registered community group, or association must provide full documentations to qualify for VAT exemption.	Sum	Total	\$NZ	

Note: Refer to Section 4 Appendices for quantity of road area for your constituency to be priced at 13 cents per square meter.

**ROAD BEAUTIFICATION SERVICES
FOR THE TEN (10) CONSTITUENCIES ON RAROTONGA,
COOK ISLANDS**

**SECTION FOUR
APPENDICIES**

APPENDICES 1: CONSTITUENCY MAPS

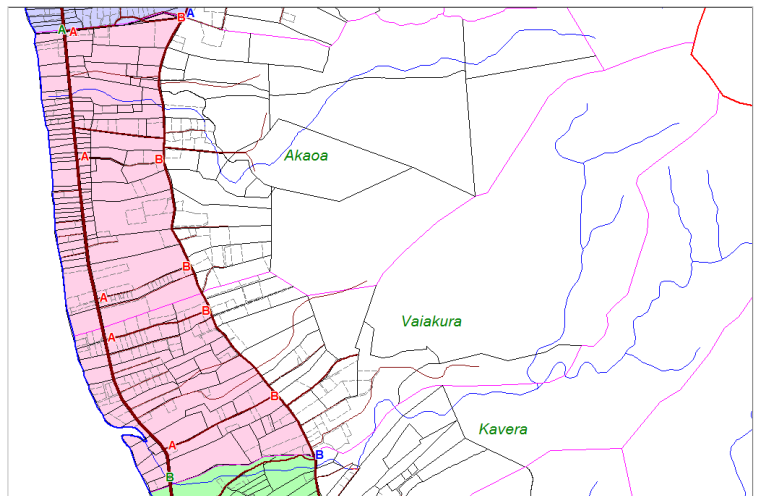
AKAOA CONSTITUENCY

LEGEND

- AB – Main Road
- AB – Back Road
- AB – Cross Road

Road Total Area Estimates:

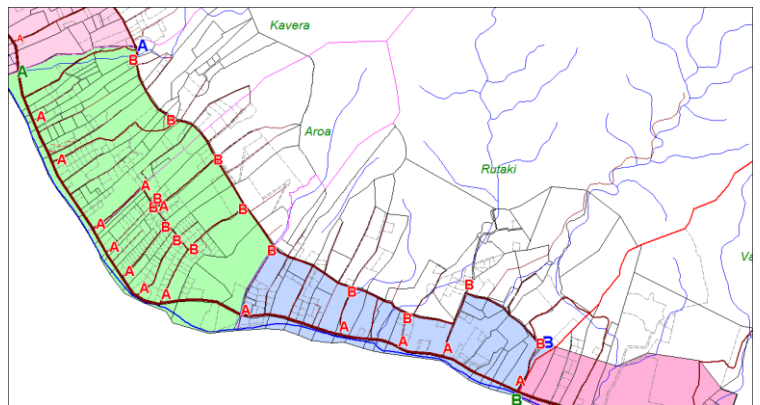
1.	Main Road	-	3,700 m ²
2.	Back Road	-	3,860 m ²
3.	Cross Road	-	<u>4,180 m²</u>
TOTAL:			11,740 m²



KAVERA, AROA, RUTAKI CONSTITUENCY

Road Total Area Estimates:

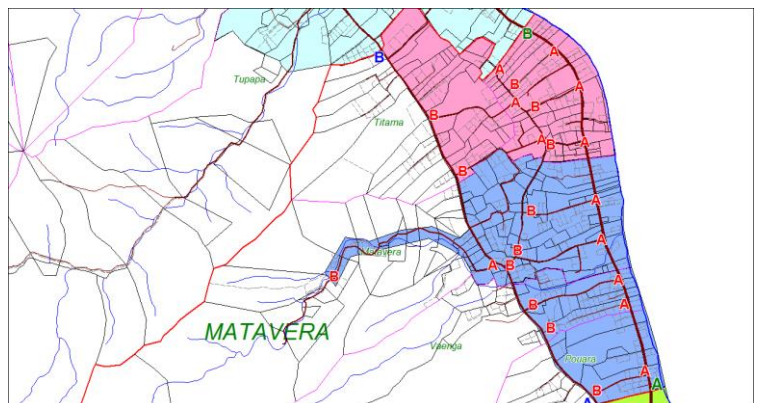
1.	Main Road	-	6,300 m ²
2.	Back Road	-	5,540 m ²
3.	Cross Road	-	<u>10,090 m²</u>
TOTAL			22,740 m²



MATAVERA CONSTITUENCY

Road Total Area Estimates:

1.	Main Road	-	4,260 m ²
2.	Back Road	-	4,540 m ²
3.	Cross Road	-	<u>13,360 m²</u>
TOTAL			22,160 m²



MATAVERA CONSTITUENCY

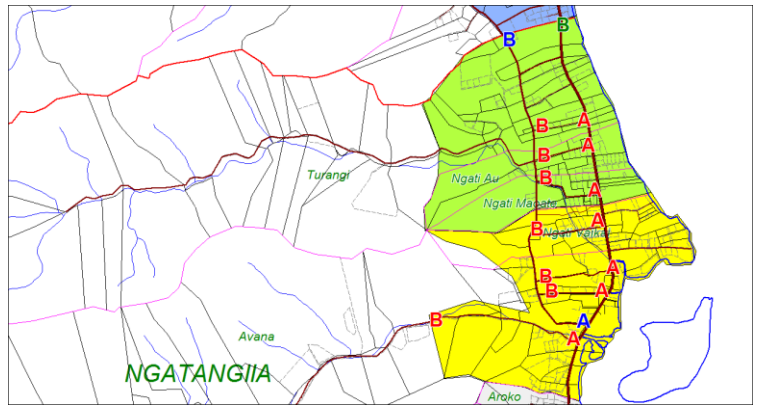
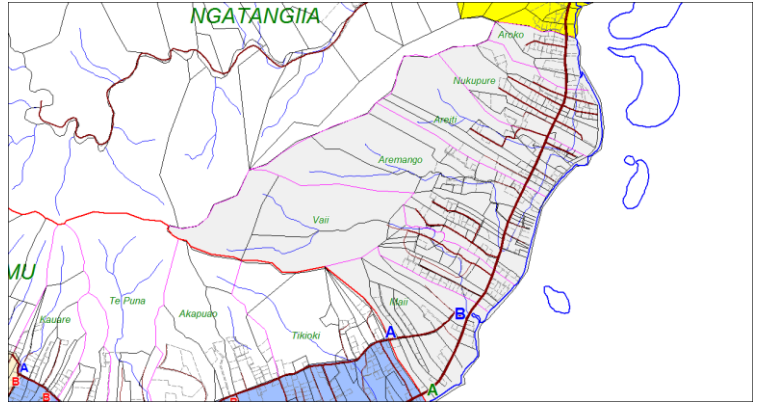
LEGEND

- AB – Main Road**
- AB – Back Road**
- AB – Cross Road**

Road Total Area Estimates:

- 1. Main Road - 8,500 m²
- 2. Back Road - 4,300 m²
- 3. Cross Road - 6,700 m²

TOTAL: 19,500 m²

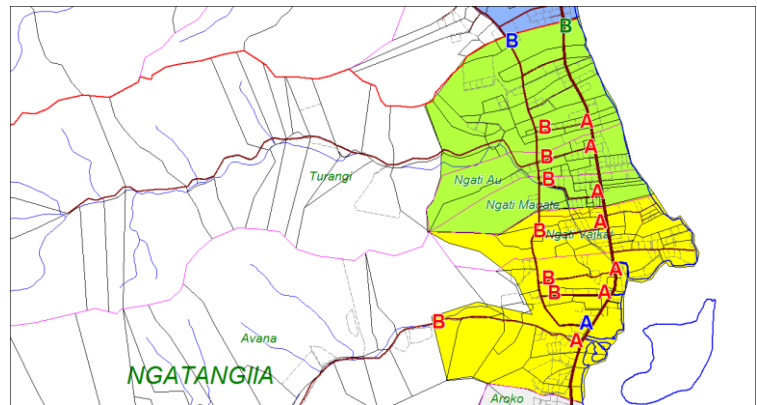
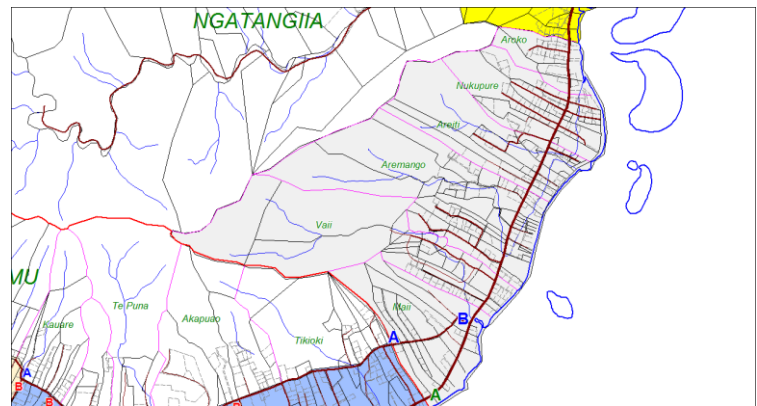


NGATANGIIA CONSTITUENCY

Road Total Area Estimates:

- 1. Main Road - 8,500 m²
- 2. Back Road - 4,300 m²
- 3. Cross Road - 6,700 m²

TOTAL 19,500 m²



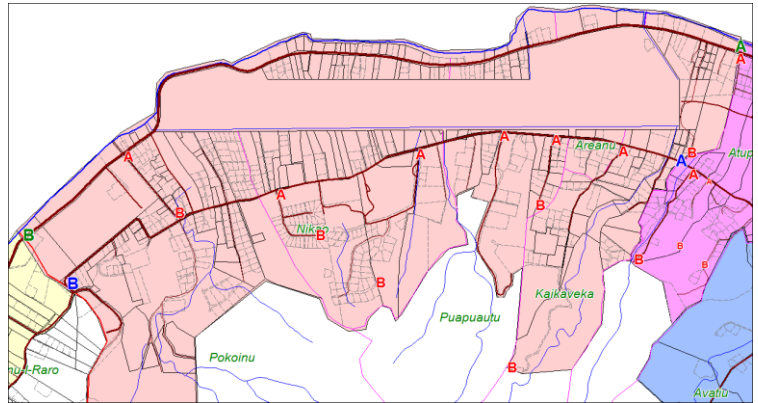
PANAMA NIKAO CONSTITUENCY

LEGEND

- AB – Main Road
- AB – Back Road
- AB – Cross Road

Road Total Area Estimates:

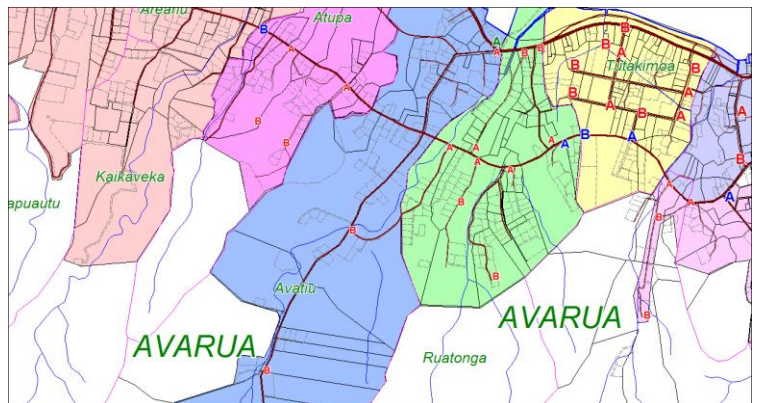
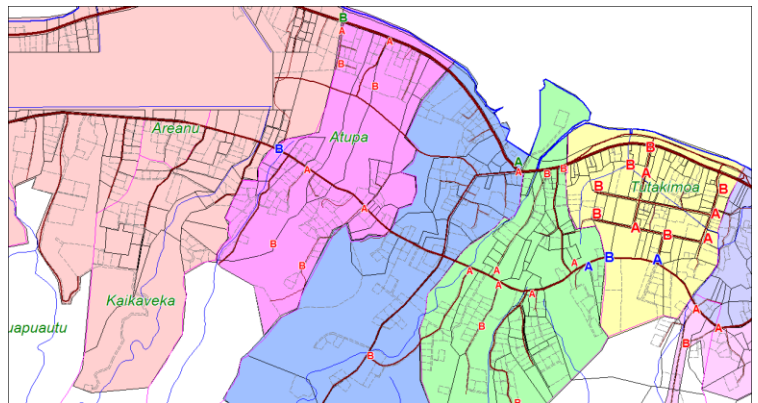
1.	Main Road	-	6,500 m ²
2.	Back Road	-	6,320 m ²
3.	Cross Road	-	<u>8,940 m²</u>
TOTAL:			21,760 m²



RUATONGA, AVATIU CONSTITUENCY

Road Total Area Estimates:

1.	Main Road	-	1900 m ²
2.	Back Road	-	3,020 m ²
3.	Cross Road	-	<u>10,820 m²</u>
TOTAL:			15,740 m²



TAKUVAINÉ TUTAKIMOÁ CONSTITUENCY

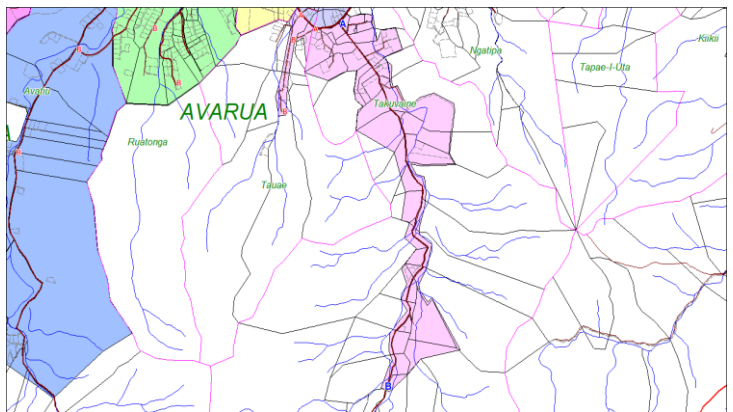
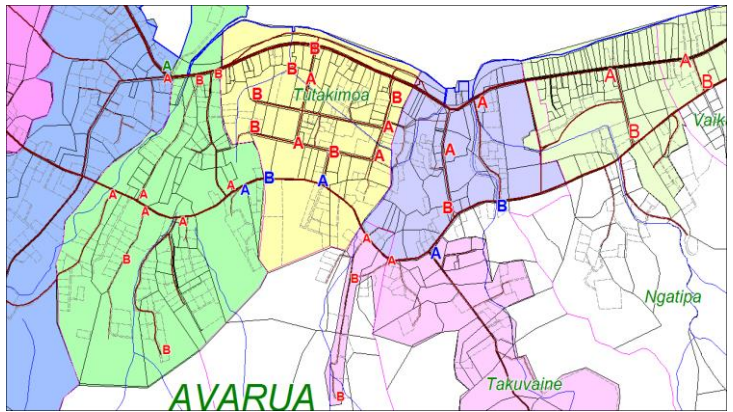
LEGEND

- AB – Main Road
- AB – Back Road
- AB – Cross Road

Road Total Area Estimates:

- | | | | |
|----|------------|---|----------------------------|
| 1. | Main Road | - | 0 m ² |
| 2. | Back Road | - | 6,900 m ² |
| 3. | Cross Road | - | <u>6,400 m²</u> |

TOTAL: 13,300 m²

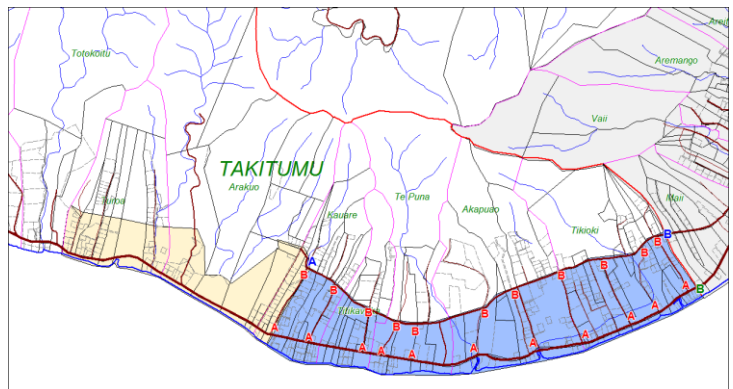
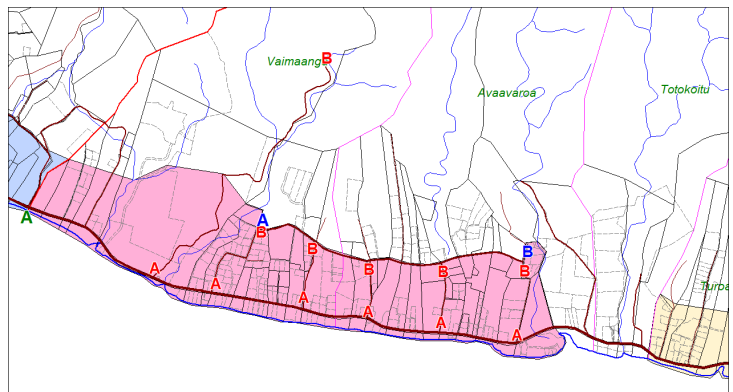


TITIKAVEKA CONSTITUENCY

Road Total Area Estimates:

- | | | | |
|----|------------|---|-----------------------------|
| 1. | Main Road | - | 13,960 m ² |
| 2. | Back Road | - | 7,240 m ² |
| 3. | Cross Road | - | <u>15,400 m²</u> |

TOTAL: 36,600 m²



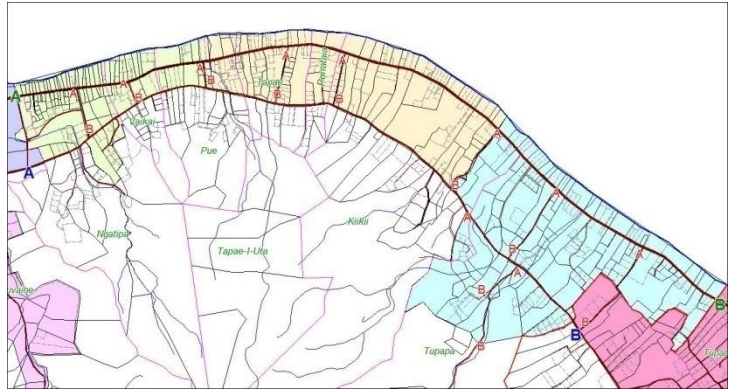
TUPAPA MARAERENGA CONSTITUENCY

LEGEND

- AB – Main Road
- AB – Back Road
- AB – Cross Road

Road Total Area Estimates:

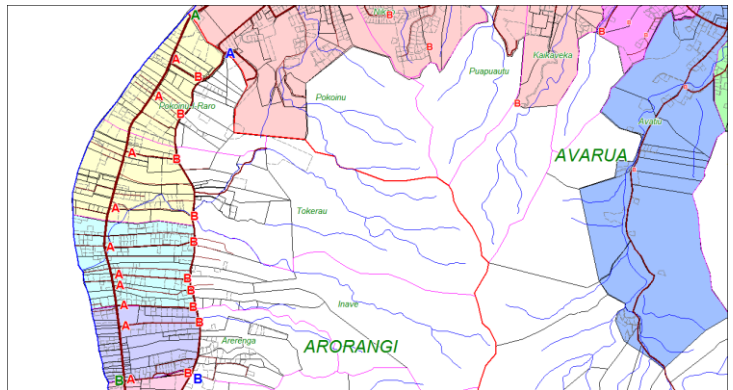
1.	Main Road	-	8,380 m ²
2.	Back Road	-	6,980 m ²
3.	Cross Road	-	<u>7,442 m²</u>
	TOTAL:		22,802 m²



RUAU CONSTITUENCY

Road Total Area Estimates:

1.	Main Road	-	5,360 m ²
2.	Back Road	-	4,780 m ²
3.	Cross Road	-	<u>9,480 m²</u>
	TOTAL:		19,620 m²



APPENDICES 2: SAFETY HAZARDS



Un-prune hedges pose as a hazard to oncoming traffic.



Safety hazard to vehicles connecting to main road.



Fallen coconuts, and leaves un-safe to vehicle drivers and pedestrians.



Overgrown weeds limiting visibility during day and night.



Types of safety cones used on roads is required for this tender



Types of reflecting vests used on roads is also required for this tender

APPENDICES 3: INSPECTION REPORT

16/17RCBP-(CTY) INSPECTION REPORT

Inspection No:	(CTY-MM/YY)
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Inspection Details	Description	
Date of Inspection:		
Constituency Name:		
Name of Contractor:		
Contract No:		
Road Lawn Maintenance	Satisfaction rating (1 poor 5 excellent)	Comments for Improvements
Neat, Uniform in appearance (1.1, 1.2)		
Clear view and visibility of public utilities (1.3)		
Back road Shoulders at 1.5m clean (1.4, 1.5)		
Tidy and clean of kikau, leaves and any organic litter (1.7)		
Tidy and clean of inorganic litter (1.9)		
Road drainage	Satisfaction rating (1 poor 5 excellent)	Comments for Improvements
Road drainage mowed, cleared of soil and litter (2.1)		
Means to avoid blockage and overflow (2.2)		
Overgrown hedges	Satisfaction rating (1 poor 5 excellent)	Comments for Improvements
Hedges within 12 meters width of road is well maintained (3.1)		
Hedges are clear, not obstructing traffic view (3.3)		
Public and Community signage are clear and visible (3.4)		
Actions to follow-up		
Miscellaneous	(Yes/No)	Satisfaction rating (1 poor 5 excellent)
Any visible damage to public utilities (4.1)		
Health & Safety measures applied (4.2)		
Right number of cones, safety vests worn by operators (4.2)		
Appropriate signage warning traffic are in place (4.2)		
Special Projects	Satisfaction rating (1 poor 5 excellent)	Comments for Improvements
<i>List the 3 projects being carried out</i>		
Inspection results and authorization:	Approved, Authorized by Inspector for payment	
Inspection Total score: Score (1 – 28 = poor, 56 = average, 85 = excellent)		
Comments: Needs improvement? Require contractor's attention?		
Name of officer in charge of inspection:		
Date:		
Signature:		