

CONTRACT DELIVERABLE INSPECTION REPORT <i>(Internal Acquisitions)</i>				1. CONTRACT/TASK ORDER NUMBER	
2. LOCATION <i>(Street, City, and State)</i>			3. PROGRAM OFFICE		
4. CONTRACTOR'S NAME AND ADDRESS			5. TYPE OF WORK		6. CONTRACT FOR <input type="checkbox"/> SUPPLIES <input type="checkbox"/> SERVICES
7. PROJECT NUMBER	8. TOTAL OBLIGATED AMOUNT \$	9. TOTAL CURRENT OUTSTANDING AMOUNT \$	10. TOTAL AWARDED AMOUNT \$		
11. PERIOD OF PERFORMANCE					
A. AWARD START DATE		B. CURRENT PERIOD OF PERFORMANCE END DATE		C. ESTIMATED ULTIMATE COMPLETION DATE	
12. DESIGNATED RECEIVING OFFICIAL			13. CONTRACTING OFFICER'S REPRESENTATIVE (COR)		
14. CONTRACT SPECIALIST			15. CONTRACTING OFFICER		
16. TYPE OF INSPECTION <input type="checkbox"/> INITIAL <input type="checkbox"/> INTERIM <input type="checkbox"/> FINAL		17. DATE OF LAST INSPECTION	18. DATE OF THIS INSPECTION	19. ADDITIONAL INSPECTIONS RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO	
				20. PAYMENT RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO	
				21. RETAINAGE RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO	
22. STATE BELOW THE GENERAL CONDITION OF THE PRODUCTS SUPPLIED, OR FOR SERVICE AWARDS, DELIVERABLES SUBMITTED, SUFFICIENCY OF THE LABOR FORCE, DELAYS OR CORRECTIVE ACTIONS TAKEN AND RECOMMENDATIONS. NOTATE ANY SIGNIFICANT CHANGE ORDERS OR MODIFICATIONS ISSUED SINCE THE LAST INSPECTION AND THE PERCENTAGE OF COMPLETION TO DATE.					

23. COR APPROVAL	NAME OF COR	DATE
	SIGNATURE	

INSTRUCTIONS

GENERAL

GSA 219 shall be used for documenting contract compliance by the Contracting Officer's Representative (COR) prior to initiation of payment for products or services received. This form shall be used on all contracts and task orders awarded by the GSA, for internal supplies/services. The GSA 219 provides documentation of the required separation of duties between the ordering and inspecting functions. The COR is responsible making sure that required inspections of contract work are performed and that the work meets contract requirements. The COR may inspect the work or may oversee the inspection by another GSA employee. The COR is the GSA responsible party for accepting the work for payment purposes.

DEFINITIONS

Contracting Officer's Representative

An individual authorized in writing by the Contracting Officer to perform specific technical or administrative contract functions.

Designated Receiving Official

An individual tasked with initially receiving goods or services from a contractor and inspecting the completed work or delivered supply. This individual may be responsible for physically receiving goods or services at a specific location but has NOT received an official authorization from the Contracting Officer to perform administrative contract functions.

FINAL INSPECTION

If this report covers "final" inspection, the procedure outlined below shall be followed in connection with defects and omissions found:

1. As soon as possible after inspection give the contractor a list of all items necessary to properly complete the contract with a demand that each item be corrected or supplied WITHOUT DELAY. Furnish the Contracting Officer a copy of the letter to the contractor with the list of items of defects and defects that were entirely corrected.

There may be items on the list which, in the opinion of the Inspector and the COR, should remain as delivered rather than be corrected. In such cases the COR shall furnish the Contracting Officer full information and recommendation and advise the contractor that the Contracting Officer will render the decision thereon.

2. Items for which, in the opinion of the Inspector, completion is not practicable should be indicated in the supplementary statement. A recommendation should be given for each of such items as to the amount, if any, to be deducted from the contract price because of noncompliance with contract requirements.

A copy of the supplementary statement should NOT be given to the contractor.

3. The Inspector should indicate the date on which work was completed.

REINSPECTION COSTS

Costs incurred in making extra final inspections shall be forwarded in separate statement form. These costs shall include salary, subsistence, transportation and miscellaneous expenses. Costs shall be based upon the time involved in making inspection as well as time and travel involved in reaching place of inspection, including time and travel in reaching next point visited.