

SITE MEETING MINUTES FOR THE PROPOSED ERECTION TO COMPLETION OF MULTI-PURPOSE HALL AT CHEPKOTON GIRLS SECONDARY SCHOOL HELD ON 27TH JULY 2022 AT SITE.

MEMBERS PRESENT

NAME	DESIGNATION	POSITION
1. ENG. JAIRUS ORORA	CWO	PROJECT MANAGER
2. SHARON KAPTO	FAM	MEMBER
3. AGNES LANGAT	PRINCIPAL	MEMBER
4. KENNETH KETER	COM	MEMBER
5. JUSTUS KOROS	CONTRACTOR	MEMBER
6. NANCY KIBICHII	SCMO BELGUT	SECRETARY
7. KEMBOI DENNIS	COW	MEMBER
8. MR. JAMES	P.A CHAIR	MEMBER
9. MD CATHERINE	CHAPLAIN	MEMBER

ABSENT WITH APOLOGY

1. REV. JOYCE TONUJ

PRELIMINARIES

The meeting was called to order by the Chairperson at 1145hrs and followed by a word of prayer from school chaplain Md .Catherine. The chair welcomed all the members present and asked the secretary to brief them on the following agenda:

AGENDA

1. Confirmation of previous minutes
2. Matters arising
3. Progress of the project
4. A.O.B
5. Adjournment

MIN 1/27/7/22 CONFIRMATION OF THE PREVIOUS MINUTES

The chairperson welcomed the secretary to read through minutes of the previous meeting. The minutes were confirmed by Kenneth Kipterer and seconded by Agnes Langat and the entire committee confirmed to be true.

MIN 2/22/6 /22: MATTERS ARISING

The project manager informed the members that he instructed the contractor to move the verandah that was on the backside to the front, fix the roof of the main hall to the kitchen and do ramps at the accesses of the structure.



MIN3/22/6/22: PROGRESS OF THE PROJECT

The project was ongoing at the time of the meeting. The team congratulated the contractor for completing the works that he had committed to in the previous meeting.

The committee went round inspecting the works and at the same point, it was realized that the contractor was behind schedule, the work is extremely slow hence the need to put up speed

CLOSING REMARKS

- The principal requested the contractor to hasten the works for the learners to use the facility especially during November series exams. She also thanked the NG- CDF office for the money they've received so far.
- The FAM advised the users to always get involved in matters pertaining their project so as to be updated on the project status always.
- The PA CHAIR urged the contractor to complete project on time to get value for money and user satisfaction.
- The PM requested the contractor to move with speed and promised to work on the following quantities of variations;
 1. Superstructure works - columns
 2. Stage/dias –double layer of hardcore and murrum
 3. Substructure works- ground beams and column bases
- The CONTRACTOR raised a challenge he had with his suppliers and promised in two(2) weeks from today he will have put up the roof, he also requested to be paid one million shillings but which the committee told him to deliver the roofing materials first then he be granted the amount.

A.O.B

- The members identified that the floor finishes provided is ordinary floor screed so they requested an additional work of incorporating terrazzo to the structure through the assistance of PM.
- The contractor requested to use the school's electricity power during fabrication of roof trusses and openings (windows and doors).
- The Fund Account Manager reminded the user department to make and submit the proposal requesting for funds to incorporate terrazzo. The principal requested for the approval of the committees for the usage of electricity as it will increase their budget of bills



ADJOURNMENT

There being no other business the meeting was adjourned at 1245hrs with a word of prayer from Mr. James. The next meeting was scheduled to on or before October.

Minutes complied by

Secretary

Name: Sign: Date:

Confirmed by:

Chair

Name: Sign: Date:

Project Manager

Name: Frank J. O. Olorun Sign:  Date: 27/07/22

Fund Account Manager

Name: SHARON KAPO Sign:  Date: 27/07/22



SITE MEETING MINUTES FOR THE PROPOSED ERECTION TO COMPLETION OF MULTI-PURPOSE HALL AT CHEPKOTON GIRLS SECONDARY SCHOOL HELD ON 22nd NOVEMBER, 2022 AT SITE.

MEMBERS PRESENT

NAME	DESIGNATION	POSITION
1. NGENO KIPSANG	CDFC	CHAIR
2. REV. JOYCE TONU	BOM CHAIR	MEMBER
3. ENG. JAIRUS ORORA	CWO	PROJECT MANAGER
4. SHARON KAPTO	FAM	MEMBER
5. AGNES LANGAT	PRINCIPAL	MEMBER
6. ERIC ROP	SIC	MEMBER
7. DAVID SIELE	SIC	MEMBER
8. KEMBOI DENNIS	COW	MEMBER
9. JUSTUS KOROS	CONTRACTOR	MEMBER
10. NANCY KIBICHII	SCMO BELGUT	SECRETARY

PRELIMINARIES

The meeting was called to order by the Chairperson at 1500hrs and followed by a word of prayer from school Principal Ms Agnes Langat. The chair welcomed the members to the meeting and asked the secretary to brief them on the following agenda:

AGENDA

1. Confirmation of previous minutes
2. Matters arising
3. Progress of the project
4. Contract variation
5. Adjournment

MIN 1/22/11/22 CONFIRMATION OF THE PREVIOUS MINUTES

The chairperson welcomed the secretary to read through the previous minutes and were confirmed by Eng Jairus Orora and seconded by Agnes Langat.

MIN 2/22/11 /22: MATTERS ARISING

- It was noted from the previous minutes that the contractor had requested for variations on super structure works, stage/dias and substructure works. It was discussed and agreed that the same will be done after re-measurements in the final accounts.
- It was noted from the previous minutes that the BOM had requested for a terrazzo floor finish. The FAM advised the school to do a proposal on the same.

MIN3/22/11/22: PROGRESS OF THE PROJECT



The committee went round inspecting the works and at the same point, it was realized that the project had stalled for 3 months after fixing steel trusses. It was observed that the trusses were well fixed and the materials used were of good quality.

MIN4/22/11/22: PROJECT VARIATION

It was noted that the contractor had requested for variations on Substructure works (ground beams and column bases), Stage/dias (double layer of hardcore and murrum) Superstructure works (columns).

The SCMO advise that as per the PPADA 2015, and regulations 2020, no contract price shall be varied upwards within 12 months from the date of contract signing, she also added that the variation/amendment has to be approved in writing by the respective tender awarding committee.

It was discussed and agreed that before approval of the same a meeting to be convened.

CLOSING REMARKS

- The PM advised the contractor to apply for extension of contract period since it had elapsed. .
- The principal notified the meeting that the students were eagerly waiting to use the facility during the examination period.
- The contractor replied that in two weeks' time from the date of the meeting, he will have completed the roof and all openings upon payment.

ADJOURNMENT

There being no other business the meeting was adjourned at 1600hrs with a word of prayer from Rev. Joyce Tonui. .

Minutes compiled by

Secretary

Name:

.....Sign:.....

.....Date:.....

Confirmed by:

Chair

Name:

.....Sign:.....

.....Date:.....



Project Manager

Name:

Erin J.O. OROA

.....Sign:.....

A handwritten signature in blue ink, appearing to read "Erin J.O. OROA".

.....Date:.....

22/11/2022

Fund Account Manager

Name:

Shirley Kupto

.....Sign:.....

A handwritten signature in blue ink, appearing to read "Shirley Kupto".

.....Date:.....

22/11/22



**MINISTRY OF TRANSPORT, HOUSING
AND URBAN DEVELOPMENT AND
PUBLIC WORKS**

ESTIMATE

FOR

**PROPOSED ESTIMATES FOR
REMEASUREMENT OF WORKS
AT
CHEPKOTON GIRLS SECONDARY
SCHOOL**

PREPARED:

COUNTY WORKS OFFICER
MINISTRY OF PUBLIC WORKS
KERICHO COUNTY,
P.O. BOX 7
KERICHO.



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
	ELEMENT NO.1 SUBSTRUCTURE(ALL PROVISIONAL) <u>(note :tenderes to allow for working space in their rates)</u> Site clearance						
A	Clear site of works of grass shrubs ,bush and small trees grup up roots fill with selected soil and burn debriss	SM	670	90.00	60,300.00	100%	60,300.00
B	Allow for keeping the whole of excavation free from general water and from all fallen materials including rubbish/hording	ITEM			2,000.00	100%	2,000.00
C	Excavate oversite to remove vegetable top soil average 200mm deep and cart away	SM	670	150.00	100,500.00	100%	100,500.00
	Excavations						
D	Excavate trenches for strip footing not exceeding 1.5m deep commencing from reduced level	CM	138	400.00	55,200.00	100%	55,200.00
E	For column bases commencing at reduce level -n.e 1.5m deep	CM	78	400.00	31,200.00	100%	31,200.00
	Disposal						
F	Return fill and ram selected excavated material around foundations	CM	152	250.00	38,000.00	100%	38,000.00
	Total Carried Forward				287,200.00		287,200.00
	Disposal						



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
A	Load and cartaway surplus excavated material from site to a place approved by the Local authority	CM	64	350.00	22,400.00	100%	22,400.00
	<u>Murram to be obtained off site</u>						
B	average thickness not exceeding 0.25m:Backfilling to MAIN STAGE	CM	154	1,500.00	231,000.00	100%	231,000.00
C	Over 300mm thick well compacted hardcore to hall and 600mm double hardcore to the main stage	SM	674	350.00	235,900.00	100%	235,900.00
D	50mm thick quarry dust blinding on hardcore beds and ram over by roller while moist for proposer consolidation	SM	558	200.00	111,600.00	100%	111,600.00
	<u>Anti-termite treatment</u>						
E	Chemical anti-termite treatment executed complete by specialist under a ten-year guarantee hardcore	SM	558	190.00	106,020.00	100%	106,020.00
	<u>Damp-proof membrane</u>						
F	1000 gauge polythene sheeting damp proof membrane spread over hardcore bed and walls with 300mm side ups and end	SM	558	150.00	83,700.00	100%	83,700.00
	Total Carried Forward				790,620.00		790,620.00
	<u>Plain Concrete class 20 in:</u>						



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
A	50mm thick mass concrete blinding (1:4:8) under strip foundations and column bases	SM	92	800.00	73,600.00	100%	73,600.00
	<u>Vibrated reinforced concrete class 20/20 in :-</u>						
B	Strip foundation 150mm	CM	14	14,000.00	196,000.00	100%	196,000.00
C	100mm thick surface bed	SM	558	1,000.00	558,000.00	100%	558,000.00
D	Column bases	CM	46	14,000.00	644,000.00	100%	644,000.00
E	Columns	CM	2	14,000.00	28,000.00	100%	28,000.00
F	Ground beams to groundwork and main stage	CM	5	14,000.00	70,000.00	100%	70,000.00
	<u>Reinforcement(measured net,laps not allowed) as described:</u>						
	<u>Deformed high tensile mild steel bars to BS 4461 complete with cutting, bending,tying wire, stools and spacer blocks</u>						
G	8mm diameter	KG	327	150.00	49,050.00	100%	49,050.00
H	10mm diameter	KG	156	150.00	23,400.00	100%	23,400.00
I	12mm ditto	KG	948	150.00	142,200.00	100%	142,200.00
J	16mm ditto	KG	76	150.00	11,400.00	100%	11,400.00
	Total Carried Forward				1,795,650.00		1,795,650.00



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
A	<u>Two coat external render(1:4) finished with a wood float</u> 15mm to plinth	SM	51	400.00	20,400.00	0%	0.00
B	<u>Painting and decoration</u> Two coats of bituminous paint to renderd surface Rendered plinths	SM	51	500.00	25,500.00	0%	0.00
Carried to collection					45,900.00		0.00
COLLECTION							
From page 1					287,200.00		287,200.00
From page 2					790,620.00		790,620.00
From page 3					1,795,650.00		1,795,650.00
From page 4					900,350.00		900,350.00
From above					45,900.00		0.00
ELEMENT NO.1 SUBSTRUCTURES CARRIED TO SUMMARY					3,819,720.00		3,773,820.00
ELEMENT NO.2 REINFORCED CONCRETE SUPERSTRUCTURE							



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
	<u>Concrete work</u> <u>Reinforced concrete class</u> <u>20 (1:2:4)maximum gauge</u> <u>of course aggregate 25mm</u>						
A	Ring Beams	CM	17	14,000.00	238,000.00	100%	238,000.00
B	Columns	CM	5	14,000.00	70,000.00	100%	70,000.00
	<u>Reinforcement</u> <u>Steel bar reinforcement</u> <u>High tesile square</u> <u>reinforcement bars BS</u> <u>4461</u>						
C	T8 diameter bars	KG	300	150.00	45,000.00	100%	45,000.00
D	T12 diameter bars	KG	500	150.00	75,000.00	100%	75,000.00
E	T12 diameter bars for ring beams	KG	600	150.00	90,000.00	100%	90,000.00
F	T8 diameter bars for ring beam	KG	400	150.00	60,000.00	100%	60,000.00
	<u>Formwork</u> <u>Fairfaced formwork to:-</u>						
G	Sides and soffits of ring beam beams	SM	236	540.00	127,440.00	100%	127,440.00
H	Sides of columns	SM	102	540.00	55,080.00	100%	55,080.00
	ELEMENT NO;2- REINFORCED CONCRETE FRAME CARRIED TO SUMMARY				760,520.00		760,520.00
	<u>ELEMENT NO.3</u> <u>WALLING</u>						



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
	<u>Natural hard approved quarry stone walling with a crushing streangth of 7.5 n/mm walling bedded and jointed in cement wide x 20 gauge hoop iron at every alternate course as described in:</u>						
A	200mm fine chisel dressed walling external	SM	747	1,850.00	1,381,950.00	100%	1,381,950.00
B	150mm thick partitioning	SM	86	1,850.00	159,100.00	100%	159,100.00
C	Ditto walling gable ends	SM	24	1,850.00	44,400.00	0%	0.00
	<u>Damp-proof courses as described to walls</u>						
D	200mm wide	LM	140	300.00	42,000.00	100%	42,000.00
ELEMENT NO 3-TOTAL FOR WALLING CARRIED TO SUMMARY							
ELEMENT NO.4							
<u>ROOF-CONSTRUCTION AND FINISHES</u>							
					1,627,450.00		1,583,050.00



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
	<u>ALL-PROVISIONAL</u>						
	<u>ROOF CONSTRUCTION</u>						
	<u>Roof structure</u>						
	<u>Framed tubular steel sections waived grinded, printed and hoist in position then anchored as per the structural engineer's specifications</u>						
A	75 x 50 x 2mm RHS rafter and tie beams	SM	1,224	1,200.00	1,468,800.00	100%	1,468,800.00
B	50 x 50 x 2mm SHS struts and tie beams	LM	1,120	1,000.00	1,120,000.00	100%	1,120,000.00
C	100 x 50 x 3mm z purlins	LM	826	1,200.00	991,200.00	100%	991,200.00
	<u>Roof covering</u>						
	<u>Galvanized corrugated sheet roofing 28 gauge pre-painted</u>						
D	Gauge 28 pre-painted corrugated iron sheet serewed on z purlins (m.s)	SM	718	1,500.00	1,077,000.00	0%	0.00
E	Plain sheet gauge 8 in Valley gutter	LM	12	600.00	7,200.00	0%	0.00
	<u>Carried to collection</u>				4,664,200.00		3,580,000.00
	<u>Wrot cypress as described</u>						
A	250 x 25mm fascia board	LM	110	800.00	88,000.00	0%	0.00
	<u>Rain water goods</u>						



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
B	150 x 150mm deep box rainwater gutter complete with brackets and other accessories	LM	19	2,000.00	38,000.00	0%	0.00
C	Extra over stopped ends	NO	2	200.00	400.00	0%	0.00
D	100mm square down pipe	NO	2	1,000.00	2,000.00	0%	0.00
E	600mm swanneck	NO	2	200.00	400.00	0%	0.00
F	Shoe	NO	2	200.00	400.00	0%	0.00
Total Carried Forward					129,200.00		0.00
COLLECTION							
From page 8					4,664,200.00		3,580,000.00
ABOVE					129,200.00		0.00
ELEMENT NO.4-ROOF CARRIED TO SUMMARY					4,793,400.00		3,580,000.00
ELEMENT NO. 5							
FINISHES							
External finish							
12mm cement and sand							
1:4 render, wood floated							
:on concrete or block work							
to:							
A	Beams	SM	51	450.00	22,950.00	0%	0.00



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
	<u>Wall finishes</u> <u>12mm lime plaster, steel</u> <u>trowelled finish: on</u> <u>concrete or block</u> <u>work: initially on:</u>						
B	Internal walls	SM	478	450.00	215,100.00	0%	0.00
	<u>Floor finishes</u> <u>Cement and sand 1:3</u> <u>screeds, backings, beds etc</u>						
C	32mm bed hardened screed	SM	465	500.00	232,500.00	0%	0.00
	<u>Painting and decorating</u> <u>Prepare and apply three</u> <u>coat first quality silk vinyl</u> <u>paint on:</u>						
D	Plastered walls: internally	SM	478	500.00	239,000.00	0%	0.00
E	Externally	SM	110	550.00	60,500.00	0%	0.00
	<u>Plaster and apply three</u> <u>coat first quality silk vinyl</u> <u>paint render to:</u>						
F	Beams	SM	51	550.00	28,050.00	0%	0.00
ELEMENT NO 5-FINISHES CARRIED TO SUMMA					798,100.00		0.00
	<u>ELEMENT NO. 6</u> <u>WINDOWS</u> <u>Precast concrete class 20</u> <u>fair faced all exposed</u> <u>surfaces bedded and</u> <u>jointed cement and sand</u> <u>1:3 mortar</u>						



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
A	250 x 50mm thick window ceill onces rebated and throated laid and jointed in cement and sand 1:3 mortar <u>Standard W20 heavy duty sectors steel casement windows finished in one coat red oxide primer completewith opening accessories and permanent vents for fixing lugs to stone wall and painting all round frames in mastic with 25 x 3mm steel flats burglar proofing of opening satches only and full gloss decoration as necessary:full width of</u>	LM	64	200.00	12,800.00	0%	0.00
B	Window size 1500 x 1500 m high	NO	22	20,000.00	440,000.00	0%	0.00
C	Window size 800 x 600 m high Glazing	NO	6	6,000.00	36,000.00	0%	0.00
D	4mm clear glasses with putty	SM	57	1,600.00	91,200.00	0%	0.00
E	Ditto translucent glass	SM	3	1,800.00	5,400.00	0%	0.00
F	Grill welded with 2 purlins 20m x 0.6m height	NO	16	1,000.00	16,000.00	0%	0.00
ELEMENT NO.6- WINDOWS CARRIED TO SUMM					601,400.00		0.00
ELEMENT NO. 7 DOORS <u>45mm thick solid core flush doors to BS 459 part 2 lipped on all edged hardwood, including all planted mouldings</u>							



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
A	900 x 2400 mm high overall <u>Panel doors</u> <u>45mm solid Mahogany paneled doors varnished 12mm flat steel mullions:including hardwood mouldings</u>	NO	5	9,000.00	45,000.00	0%	0.00
B	2000 x 2700mm high double leaf door	NO	2	25,000.00	50,000.00	0%	0.00
C	800 x 2400mm high <u>Wrot mahogany as described</u>	NO	9	20,000.00	180,000.00	0%	0.00
D	200 x 50mm rebated frame with two labours	LM	90	1,000.00	90,000.00	0%	0.00
E	150mm x 50mm rebated frame	LM	90	800.00	72,000.00	0%	0.00
F	30 x 25mm architrave splayed	LM	90	320.00	28,800.00	0%	0.00
G	20mm diameter quadrant	LM	90	130.00	11,700.00	0%	0.00
Total Carried Forward					477,500.00		0.00
<u>PAINTING AND DECORATING</u>							
<u>Knot, stop, prime and apply one undercoat and three finishing coats clear plyurethane to:</u>							
A	General surfaces of woodwork	SM	102	500.00	51,000.00	0%	0.00



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
B	Timber frames 200 to 300 mm high	LM	90	150.00	13,500.00	0%	0.00
C	Ditto 100 to 200 mm grith	LM	16	150.00	2,400.00	0%	0.00
<u>Ironmongery</u>							
<u>The following ironmongery as "UNION" or other equal and approved with matching screws</u>							
D	100mm pressed steel butt hinges	NO	57	400.00	22,800.00	0%	0.00
E	3 lever mortise lock complete with lever furniture	NO	2	3,900.00	7,800.00	0%	0.00
F	2mm lever mortise lock complete with lever furniture	NO	15	3,400.00	51,000.00	0%	0.00
G	Rubber door stop to concrete floor	NO	19	750.00	14,250.00	0%	0.00
Total Carried Forward					162,750.00		0.00
<u>Changing rooms</u>							
A	32mm to receive floor tiles	SM	45	500.00	22,500.00	0%	0.00
B	300 x 300mm floor tiles	SM	45	2,000.00	90,000.00	0%	0.00
<u>Timber work</u>							
C	MDFcupboard and drawers each 2 x 2m height complete with lockable drawers 750 x 2m shutters each	NO	5	5,000.00	25,000.00	0%	0.00



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT
D	Supply and install W.H.B C/W all necessary accessories (460 x 420) with pip taps	NO	10	4,500.00	45,000.00	0%	0.00
Total Carried Forward					182,500.00		0.00
COLLECTION							
FROM PAGE 12					477,500.00		0.00
FROM PAGE 13					162,750.00		0.00
ABOVE					182,500.00		0.00
ELEMENT NO.7- DOORS CARRIED TO SUMMAR					822,750.00		0.00
<u>PROVISIONAL SUMS AND PRIME COST</u>							
Allow Ksh.300,000 for plumbing and drainage					300,000.00		0.00
Allow Ksh.350,000 for electrical wiring					350,000.00		0.00
Allow Ksh.400,000 for contingency					400,000.00		0.00



Item	DESCRIPTION	UNIT	QTY	RATE	BQ AMOUNT	%W RK	VALUED AMOUNT	
7	DOORS				822,750.00		0.00	
8	PRIME AND PROVITIONAL SUMS				1,150,000.00		0.00	
	SUB-TOTAL				14,373,340.00		9,697,390.00	
	AMOUNT OF CERTIFIED WORK IN CERTIFICAT NO1,NO2 AND NO3							6,159,390.00
	TOTAL OF AMOUNT OF WORKS VALUED							3,538,000.00

