

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 2st COUNCIL MEETING OF THE 2nd MANAGEMENT COUNCIL HELD ON FRIDAY, 6 JULY 2012 AT THE MANAGEMENT OFFICE AT #17-78, WCEGA TOWER.

- Present:
- Mr Tan Ah Huat - Chairman
 - Mr Ang Chin Kok - Secretary
 - Mr Koh Sheng Wei - Treasurer
 - Mr Tan Chuan Hong - Member
 - Mr Goh Geok Kiat - Member
 - Mr Lee Soon Kiong - Member
 - Mr Lee Wee Buang - Member
- Absent with Apologies:
- Mr Fan Zhi Ping - Member
 - Mr Tok Yong Khoon - Member
 - Mr Poo Chang Hee - Member
 - Mr Chew Teck Fatt - Member
- In Attendance:
- Mr Alvin Seng (AS) - Exceltec Property Management Pte Ltd as Managing Agent
 - Mr Jack Lee (JL)
 - Mr Alan Lim (AL)

<u>S/No</u>		<u>Action</u>
	The meeting was called to order at 2.15pm	
1.0	REVIEW OF ELECTRONIC PARKING SYSTEM	
1.1	Council deliberated and gave consideration to vendors with projects of similar size. Market reputation, reliabilities and cost comparisons were other pertinent factors. M/s Sun Japan was considered the best fit and offered the most competitive price among all vendors for the supply & installation of a full EPS at \$248,000, with an additional exit barrier at Tower Carpark priced at \$29,000.	For Info
1.2	The package included a year maintenance contract under warranty. A 5 year maintenance contract was proposed upon expiry of the warranty period.	For Info
1.3	Council instructed MA to negotiate with M/s Sun Japan for a better price and revert.	MA
2.0	REVIEW OF TERM CONTRACTS SERVICES	
2.1	SECURITY SERVICES	
2.1.1	Based on tender interviews with grade 'A' security vendors, M/s Premier Security Co-Operative Ltd offered the lowest quote at \$32,600.00.	For Info
2.1.2	Premier Security was founded by the Singapore Police Co-Operative Society Ltd (SPCS) and the Singapore Government Staff Credit C-Operative Society Ltd (SGSCC) and has reputable projects such as RWS, NTUC Trade Union House etc.	For Info

2.1.3	Council deliberated and resolved to award the service contract to Premier Security Co-Operative Ltd at \$32,600 per month.	MA
2.2	CLEANING SERVICES	
2.2.1	MA presented a shortlisted cleaning vendors for Council's deliberation. Factors given due consideration were cleaning cost, provision of manpower, cleaning equipment made available and project references.	For Info
2.2.2	After much deliberation, Council decided to award M/s Weishen Industrial Services Pte Ltd being the most competitive and that they have vast experience and managed reputable airport projects in Singapore and China.	MA
2.2.3	Council asked MA to look into purchasing a second hand boom lift to facilitate cleaning at height for canopy of lobbies, entrances at Tower and Plaza and other building maintenance works such as changing of high ceiling bulbs, servicing of aircon etc.	MA
2.3	AIRCON SERVICES	
2.3.1	Council resolved to KIV this item till further notice.	KIV
2.4	FIRE MAINTENANCE SERVICES	
2.4.1	Council resolved to retain the current vendor, M/s Unique Fire Protection at \$1,245.00 per month.	MA
2.5	REFUSE DISPOSAL SERVICES	
2.5.1	Council resolved to retain SembWaste Pte Ltd, provided SembWaste replaced all damaged 660 litres bins at the bin centre & 240 litres bins at Plaza's units. In addition, SembWaste to agree to provide free of charge 4 Open Top Container (OTC) during the contract period of 12 months.	MA
2.6	REVIEW OF OTHER SERVICES	
2.6.1	MA reported that following service providers have been providing services since day one, their respective contract price remained the same and we have not encountered much operational issues thus far: <ul style="list-style-type: none"> a) Landscape Services – Tai Kwan Garden Pte Ltd b) Accounting Services – TENA Accounting Service c) Pump Services – Power Tac Pump Maintenance Services d) Genset Services – Crank Power Engineering Pte Ltd e) Pest Control Services – ABJ Pest Control Services f) Dock Leveller Services – MHE Demag 	For Info
2.6.2	Council had no objection to renew the above mentioned contracts for another year at the respective same contract sum.	MA
2.7	LIFT SERVICES – OUTSTANDING ISSUES	
2.7.1	With the approval given to modify the lifts' ventilation system for both Plaza & Tower. MA to follow up closely with Sigma Lifts on the ventilation modification works as well as Tower's lift programming for level 1 to 15 and for level 2, 16 to 29.	MA

2.8	REVIEW OF PROPOSED CABLE ROUTE BY TELCOS	
2.8.1	Council had no objection to the cable routing proposals as submitted by Telcos (Singtel, M1 & Starhub). MA to follow up closely on the development and revert in due course.	MA
3.0	The meeting ended at 3.30pm with a vote of thanks to all present.	For Info

Minutes recorded by: Jack Lee

Vetted by: Frederick Loi

Confirmed by:



Chairman
2st Management Council
The Management Corporation Strata Title Plan No. 3564

7/9/2012

Date