

Report on SKA's Rectification and Renovation Project

Introduction

1. At the 73rd Annual General Meeting (AGM) of Singapore Khalsa Association (SKA) on 27 July 2019, the members approved a sum of \$550,000 for the purposes of repair and rectification works at SKA. The indicative breakdown of works to be carried out along with the corresponding estimated costs was prepared by Mr Bruce James of Bruce James Building Surveyors Pte Ltd.
2. This report will elaborate on the major works that were carried out within the allocated budget.

Appointment of Project Manager

3. The SKA Management Committee (MC) appointed Mr Bruce James – who had previously prepared the defects report – as the project manager to oversee the major aspects of the intended works. He was appointed at a cost of \$38,000, and in doing so, negated the need to appoint a separate Resident Technical Officer for which a sum of \$20,000 had been set aside out of the \$550,000.

Building Repair and Repainting Works

4. The MC appointed Singapore Paints and Contractor Pte Ltd to, amongst other things, repair water seepages, render cracks and de-bonded areas, replacement of corroded fixtures and fittings, cladding rectification and to repaint the building (internal and external). This was in line with the Building Review Committee's (BRC) recommendation which, with the assistance of the appointed project manager, oversaw a closed tender exercise.
5. A total of seven tenderers participated in the closed tender exercise. At the end of the exercise, Mr Bruce James submitted his report on the tenders to the BRC which was duly deliberated by the BRC. At the end of such deliberations, the BRC presented the names of three tenderers to the MC for appointment. Eventually, Singapore Paints – which was the BRC's first preference – was appointed by a majority vote of the MC.
6. Singapore Paint's initial contract was valued at \$291,000 (excluding Goods and Services Tax [GST]) with a contingency sum of \$20,000 and its scope of works did not contain the following works (*cf.* to works presented at 73rd AGM); i) Level 1 office renovation, ii) Level 1 open space (foyer) renovation; iii) repurposing the gym room, iv) resurfacing/enhancing works at the rear outdoor area [beside the futsal courts]; (v) repurposing the shower cubicles to water closets at the Level 1 toilets; and (vi) repurposing urinals to shower cubicles at the Level 1 rear toilets.
7. During the works, which commenced in October 2020, Singapore Paints was instructed to carry out a total of six variation works, details of which are as follows:
 - i. Reconstruction of new reinforced concrete slab at the Level 1 rear outdoor area;
 - ii. Repainting of external cladding and fins of the building;
 - iii. Temporary hoarding work at the temporary administrative office;
 - iv. Additional aluminium support for the main signboard;

- v. Window seepage works at the Level 2 windows facing Tessensohn Road; and
 - vi. Laying of pebble-wash at the staircase.
8. The scope and quantum of the variation works were presented to the MC at the relevant monthly MC meeting and were duly approved. The final contract sum, including instruction variation works, was certified by the appointed project manager at \$340,890 (excluding GST). The works were carried out smoothly and were supervised by Mr Bruce. In terms of performance security, Singapore Paints warranted the works ranging from five years (largely in relation to the repair works) to 10 years (in relation to the waterproofing works carried out in the office), along with a six-year paint warranty.

Roof Fencing

9. Three contractors were approached to install a fence/railing roof along the perimeter of the rooftop, namely, Singapore Paints, Inspazio Design Pte Ltd (Inspazio) and I_DeZine Pte Ltd. Following an assessment of the three submissions, Inspazio was awarded the project, given its submission best met the requirements of the BRC.
10. During subsequent discussions, the MC found the metal railing to be aesthetically unsuitable and a decision was then made to erect an invisible grill around the rooftop. Since Inspazio had already been awarded the contract, and as such, the Association would have been legally liable for terminating the contract prematurely, a decision was made to change the scope of works and for Inspazio to instead install an invisible grill at a cost of \$24,600 (excluding GST).

Removal of the Toilet Bowl and Conversion of the Rear Toilet

11. The removal of the toilet bowl and conversion of the rear toilet were contracted to AV Square. The appointed contractor was tasked to remove the then existing toilet bowl in the rear male toilet and to convert it to a standing shower area. This was done to enhance the available changing facilities to sportspersons, given its proximity to the sport facilities. It was also to deter these sportspersons from using the toilets in the lobby area.

Works associated with the Lounge

12. For the orderly operation of Tashan (lounge), a water outlet had to be linked to the rear male changing room. Singapore Paints in the original scope of work had quoted \$3,000 for this item. However, as Singapore Paints had already demobilised by the time these works were to be carried out, OTC Construction Engineering Pte Ltd was approached. It quoted a sum of \$8,000 (excluding GST). Concurrently, AV Square was contracted at a cost of \$3,000 flat fee after it proposed a cost-efficient solution of providing a mini-inspection chamber and sump pit for the lounge, along with enlarging the existing drainpipe.

Office Revamp, New Foyer Area, Surveillance Control Rooms and Renovated Boardroom

13. As part of the above works, a comprehensive interior retrofit of the office, with new lighting, increased ergonomically crafted workstations and office equipment, was undertaken. The upgraded office has additional workstations to allow for the provision of internships and short-term attachments. It is also separated from a more visually engaging and welcoming reception area with an access control system. Anti-slip treatment was also applied at the external corridor adjacent to the office leading up to the foyer.

14. To implement and enforce security measures, a new security counter and surveillance control room were erected. The security personnel are able to now monitor the entire network of closed-circuit televisions efficiently, and they are readily approachable in an emergency.
15. As part of the overall effort to enhance available facilities, the boardroom was also modernised with new finishes, customisable system furniture, accent lighting and improved information technology/audio visual capabilities and high-speed internet connection.
16. The main contractor for this was Liberty Furniture Pte Ltd, with various other contractors appointed concurrently to carry out smaller aspects of the work.

Income and Expenditure

17. The MC was cognisant of the tight budget for the project and was disciplined and diligent in keeping within the budget. The MC had a total of \$585,417.68 (including GST refunds) and it spent \$579,619.31 on the project. The remaining sum of \$5,798.37 was returned to the SKA Trust Fund. The income and expenditure details were also presented to the Board of Trustees.
18. The details of the income and expenditure are at Appendix 1.

Conclusion

19. All rectification and renovations work as detailed in this report and above were carried out and completed smoothly.
20. The rectifications and renovations were necessary. After almost two years of comprehensive works at SKA, the MC is pleased that members and visitors are able to look forward to improved facilities and have an enhanced experience when visiting the Association.

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Income and Expenditure for SKA's Rectification and Renovation Works

Funds Transferred from SKA's Trust Fund		Amount (S\$)		
1st Transfer from SKA Trust Fund (31 March 2020)		200,000.00		
2nd Transfer from SKA Trust Fund (23 December 2020)		200,000.00		
3rd Transfer from SKA Trust Fund (9 September 2021)		150,000.00		
GST Amount (Refund)		35,417.68		
	Total	585,417.68		

Expenditure Items				
Name	Description	Amount (S\$)	GST (7%)	Total (\$)
Opening Account Charges (DBS Bank)	Service charges	35.00		35.00
Bank Charges	Overdraft interest	30.00		30.00
Bruce James Building Surveyors Pte Ltd	Building survey services – Repair and repainting works	6,000.00	420.00	6,420.00
Bruce James Building Surveyors Pte Ltd	Building survey services – Repair and repainting works	13,000.00	910.00	13,910.00
Singapore Paints & Contractor Pte Ltd	1 st progressive payment	75,739.50	5,301.77	81,041.27
Advice Cheque Fee		1.50		1.50
Singapore Paints & Contractor Pte Ltd	2 nd progressive payment	111,024.00	7,771.68	118,795.68
Advice Cheque Fee		0.75		0.75
Singapore Paints & Contractor Pte Ltd	3 rd progressive payment	34,726.50	2,430.86	37,157.36
Advice Cheque Fee		0.75		0.75
Green Tech Consulting Pte Ltd	Supply and replacement of LED 20w 6000k wall outdoor lights	2,080.00		2,080.00
Richard Steven	Supply and laying of cable for 4 data points with connection and testing (renovated office)	480.00		480.00
Advice Cheque Fee		1.50		1.50
Creative Coating Pte Ltd	Laying of pebble wash, including nosing tiles, at the open space area – existing staircase (3)	4,000.00		4,000.00
Bruce James Building Surveyors Pte Ltd	Building survey services – Repair and repainting works	6,000.00	420.00	6,420.00
Advice Cheque Fee		0.75		0.75
Richard Steven	New Installation of IP cameras and laying of cables at Levels 1, 2, 3 and 4	4,980.00		4,980.00
Cheque Advice		1.50		1.50

Odyssey Concepts Pte Ltd	Installation of frosted sticker to glass door (renovated office)	500.00	35.00	535.00
Richard Steven	Installation of IP cameras and laying of cables at Levels 1, 2, 3 and 4	3,320.00		3,320.00
Richard Steven	Cabling for networks points on Level 5 and the boardroom	1,000.00		1,000.00
Advice Cheque Fee		4.50		4.50
The Production House SG	Fabricate, print and install signages	2,600.00		2,600.00
Décor Viz	Supply 12 bar stools for the fruit machine room	796.20	55.73	851.93
Richard Steven	Cabling for networks points on Levels 4 and 5	1,000.00		1,000.00
Sportsfort Pte Ltd	Polishing of old trophies, adding new name plates and changing bowls	750.00		750.00
Cheque Advice		3.00		3.00
AV Square Pte Ltd	Installation of water outlet to the rear male toilet sewage pipe	3,000.00		3,000.00
Luxury Carpets	Carpet for renovated office	700.00		700.00
Singapore Paints & Contractor Pte Ltd	4 th progressive payment	46,430.10	3,250.11	49,680.21
Richard Steven	Supply and install dome cameras at the common area	600.00		600.00
Liberty Furniture Pte Ltd	Supply and install furniture in the security room, renovated office and fruit machine room, and paint works	44,444.00	3,111.08	47,555.08
Golden Hill Landscape Pte Ltd	Supply outdoor plants	2,810.00	196.70	3,006.70
Inknoe	Inknoe hybrid board for the boardroom	1,999.00		1,999.00
Tri Star Electronics	Purchase of Samsung 75 LED TV	1,430.00	100.10	1,530.10
Richard Steven	Install sound system at Level 1	1,614.00		1,614.00
Joo Heng Frame Pte Ltd	Supply and install 5mm white painted tempered magnetic white board	880.00	61.60	941.60
Richard Steven	Supply and install amplifiers and ceiling mounted speakers	1,116.00		1,116.00
Advice Cheque Fee		8.25		8.25
AV Square Pte Ltd	Removal of the toilet bowl and conversion of the rear toilet	3,500.00		3,500.00
Bruce James Building Surveyors Pte Ltd	Building survey services – Repair and repainting works	13,000.00	910.00	13,910.00
Richard Steven	Supply and install sound system in the boardroom	1,660.00		1,660.00
Golden Hill Landscape Pte Ltd	Supply of Xiphidium 80m x 2m at the carpark	5,500.00	385.00	5,885.00
Liberty Furniture Pte Ltd	Supply labour to dismantle existing bolted glass and replace with new blue tempered glass	1,050.00	73.50	1,123.50
Liberty Furniture Pte Ltd	Supply and install glass door on Level 6 – ironmongery for swing door.	1,100.00	77.00	1,177.00

Liberty Furniture Pte Ltd	Full height display cabinet with glass door LED lights for the foyer area and round tables at the column c/w pigeon hole for magazine	27,575.00	1,930.25	29,505.25
Liberty Furniture Pte Ltd	Supply and install aluminium box for the lights for on Level 3.	500.00	35.00	535.00
Liberty Furniture Pte Ltd	Service faulty glass swing door	150.00	10.50	160.50
Liberty Furniture Pte Ltd	Supply and install outdoor bench outside the fruit machine room	1,500.00	105.00	1,605.00
Liberty Furniture Pte Ltd	Supply boardroom table, chairs, roller blinds carpet tiles and cabinets	26,035.00	1,822.45	27,857.45
Golden Hill Landscape Pte Ltd	Supply and deliver water feature big pot brick	1,401.87	98.13	1,500.00
Golden Hill Landscape Pte Ltd	Supply and delivery of phyllanthus onto planters	300.00	21.00	321.00
Décor Viz	Supply bar stools for the foyer (15)	1,061.60	74.31	1,135.91
Nova Furnishing	Supply of arm chairs (13)	2,794.39	195.61	2,990.00
Non-Slip Solutions Pte Ltd	Sure-step safety floor treatment for foyer area	100.00		100.00
Advice Cheque Fee		7.50		7.50
Liberty Furniture Pte Ltd	Electrical works at the office reception, security room, fruit machine room, foyer area, boardroom and lounge	11,265.00	788.55	12,053.55
Liberty Furniture Pte Ltd	Touch up false ceiling for the installation of ceiling fan and CCTVs	1,450.00	101.50	1,551.50
Non-Slip Solutions Pte Ltd	Sure-step safety floor treatment for foyer area	1,955.20		1,955.20
Golden Hill Landscape Pte Ltd	Supply outdoor plants wedelia, stepping slabs, pebbles and additional water features	3,555.00	248.85	3,803.85
Cheque Advice		1.50		1.50
AV Square Pte Ltd	Supply drain cement slabs 600mm x 350mm	1,320.00		1,320.00
Advice Cheque Fee		0.75		0.75
Singapore Paints & Contractor Pte Ltd	5 th progressive payment	2,700.00	189.00	2,889.00
Inspazio Design Pte Ltd	Supply and Install Invisible grill at roof top	24,600.00	1,722.00	26,322.00
Advice Cheque Fee		1.50		1.50
Service Charges		40.00		40.00
Service Charges		40.00		40.00
Service Charges		40.00		40.00
Service Charges		40.00		40.00
Service Charges		40.00		40.00
Liberty Furniture Pte Ltd	Supply and install coffee tables and round tables	4,350.00	304.50	4,654.50
Bank Charges		0.75		0.75
Bank Charges		80.00		80.00
Bank Charges		40.00		40.00

Bruce James Building Surveyors Pte Ltd	Building survey services – Repair and repainting works	2,400.00	168.00	2,568.00
Bank Charges		40.00		40.00
Service Charges		0.75		0.75
Singapore Paints & Contractor	Retention fee	29,898.90	2,092.90	31,991.92
		544,201.51	35,417.68	579,619.31
Income				585,417.68
Expenditure				579,619.31
Balance				5,798.37