



# Registration of Interest

## Bay Venues Cleaning Contract-Registration of Interest (ROI)




ROI released: - 5/12/2024

Deadline for Registration of Interest: - 9/12/2024

Address for Registration: [tenders@bayvenues.co.nz](mailto:tenders@bayvenues.co.nz)

Authorised for release as follows:

Name and title	Signature	Date
Name: Richard Wilson		4/12/2024
Position: Head of Facilities Management		

Bay Venues Limited  
PO Box 10250, Bayfair  
Tauranga 3152, New Zealand

**THIS OPPORTUNITY****Project Background**

Bay Venues is the kaitiaki (guardian) of community facilities in Tauranga Moana, managing and maintaining sport, recreation, and event facilities on behalf of Tauranga City Council. Our network includes 24 venues offering various services and programmes to enhance the lives of Tauranga residents.

We are seeking proposals from experienced and reliable cleaning service providers to tender for cleaning contracts across our facilities. As a key provider of event and community spaces, it is essential that our venues are maintained to the highest standards of cleanliness and hygiene, ensuring a safe and welcoming environment for all visitors and staff. Providers must demonstrate a strong commitment to quality, reliability, and sustainability.

This is an excellent opportunity to partner with Bay Venues to deliver exceptional cleaning services across a range of spaces, including aquatics, sports halls, meeting rooms, and event centres. Providers may tender for cleaning services in any or all of the following business units:

- **Aquatics** (2 pools, 2 gyms)
- **Baypark** (arena, stadium, offices)
- **Community Centres** (3 buildings)
- **Community Halls** (7 buildings)
- **Sports Centres** (4 buildings)

The goal is to ensure all facilities meet a standard that reflects our values and purpose. By maintaining high-quality facilities, we aim to foster stronger community connections, support local initiatives, and enhance the well-being of our users.

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### Project Location Details

#### Addresses:

- Aquatic facilities:
  - Baywave Pool/ Clubfit Gym: Cnr Girven and Gloucester Rd, Maunt Maunganui, Tauranga.
  - Mount Maunganui Hot Pools: 9 Adams Ave, Mount Maunganui, Tauranga.
  - Greerton Clubfit Gym: 1 Kiteroa St, Greerton, Tauranga.
- Community Halls:
  - Greerton Community Hall: 1257 Cameron Road, Greerton, Tauranga
  - Bethlehem Hall: 239 State Highway 2, Bethlehem, Tauranga
  - Matua Hall: 110 Levers Road, Matua, Tauranga
  - Welcome Bay Hall: 244 Welcome Bay Road, Welcome Bay, Tauranga
  - Elizabeth St Community & Arts Centre: 169 Elizabeth St, Tauranga.
  - Waipuna Park Pavilion: 25 Kaitemako Rd, Welcome Bay, Tauranga.
  - Cliff Road Building: Cliff Rd, Tauranga CBD.
- Sports centres:
  - Queen Elizabeth Youth Centre: Cnr Devonport Rd & 11<sup>th</sup> Ave, Tauranga.
  - Mount Sports Centre: Cnr Maunganui & Hull Rd, Mount Maunganui, Tauranga.
  - Merivale Action Centre: 25 Kesteven Ave, Merivale, Tauranga.
  - Aquinas Action Centre: 183 Pyes Pa Rd, Tauranga.
- Community centres:
  - Arataki Community Centre: Zambuk Way, Mount Maunganui, Tauranga
  - Papamoa Community Centre: 15 Gravatt Road, Papamoa, Tauranga.
  - Papamoa sports and recreation centre. 80 Alice Lane, Papamoa, Tauranga.
- Mercury Baypark:
  - 81 Truman Lane, Mount Maunganui, Tauranga.
    - Mercury Stadium- including corporate boxes.
    - Stadium Lounge.
    - Mercury arena.



## What we need

We are seeking expressions of interest from experienced and professional cleaning companies to partner with us in providing high-quality cleaning services for our venues.

### Key Requirements:

1. **Regular Scheduled Cleaning:**
  - Companies must have the capacity to deliver consistent and reliable cleaning services based on a regular schedule to maintain our venue's cleanliness and hygiene standards.
2. **Flexibility for Unscheduled Work:**
  - In addition to scheduled cleaning, we require a responsive team capable of handling unscheduled or on-demand cleaning tasks as they arise. This includes urgent cleaning needs or special event preparations.
3. **Experience and Expertise:**
  - Cleaning companies must demonstrate proven experience in providing professional cleaning services for similar types of venues, including an understanding of health and safety requirements, proper use of cleaning equipment, and environmentally friendly practices where possible.
4. **Attention to Detail:**
  - A commitment to delivering meticulous cleaning that ensures all areas of the venue are consistently spotless, creating a safe and welcoming environment for staff, clients, and visitors.

If your company has the expertise, resources, and flexibility to meet these needs, we would love to hear from you. Please complete and return Part A: Tender response form.

## Criteria

The following criteria will be outlined in the **Request for Tender (RFT)**, but not limited to:

- Meet the required time frames outlined below.
- Tenderer or tenderer's subcontractors must have proven experience in cleaning of commercial premises.
- New Zealand registered company.
- Necessary resources to undertake the contracted work within the specified time frames.
- Able to provide at least two references during the Request for Tender process.
- Health and Safety process and procedures.

**Please be aware that the information provided above is not necessary for the ROI submission; it is only relevant for the subsequent Request for Tender (RFT) submission.**

## Time Frames

- ROI – 5-9 December 2024
- Site visits- 11-19 December 2024
- RFT Submissions due – 12 January 2025
- Contract Award – mid February 2025.

## PART A: TENDER RESPONSE FORM

☐ I am **not** interested in proceeding to the Request for Proposal stage for the above-mentioned tender.

☐ I am interested in proceeding to the Request for Proposal stage for the above-mentioned tender.

Please indicate what Venue/s you would like to tender for:

- ☐ Aquatic facilities/ Gyms. (3)
- ☐ Baypark. (1 location, but with multiple business operations)
- ☐ Community centres. (3)
- ☐ Community Halls. (7)
- ☐ Sports Centres. (4)

### Company Details

Business name:	
Physical address:	
Postal address:	
GST number:	

### Our Point of Contact

Contact person:	
Position:	
Phone number:	
Mobile number:	
Email address:	

