



# Registration of Interest

## Bay Venues Roof Inspection Contract-Registration of Interest (ROI)




ROI released: - 31/1/2025

Deadline for Registration of Interest: - 10/2/2025

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  Position: Head of Facilities Management	 <small>Richard Wilson (Feb 3, 2025 08:48 GMT+13)</small>	30/1/25

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. As a leading provider of 26 event and community spaces, we are committed to maintaining our venues to the highest standards, ensuring a safe, functional, and welcoming environment for all visitors and staff.

We invite proposals from experienced and reputable service providers to tender for our Roof Inspection contract across multiple facilities.

We seek service providers who can deliver professional, impartial, and unbiased roof inspections, providing accurate assessments without any conflict of interest. The selected provider will only provide this service to Bay Venues and will not be engaged, or affiliated with, any subsequent roof repair or replacement services, on any Bay Venues sites. This will ensure all recommendations are based purely on independent expertise.

Roof integrity is critical to the longevity of our facilities, and potential issues pose a risk to business continuity. To mitigate this, we are implementing a structured programme of regular inspections and planned preventative maintenance. The objective is to detect and address issues early, before they escalate into major concerns.

Bay Venues is also interested in providers who utilise modern inspection technologies to enhance efficiency, accuracy, and reporting capabilities. This may include drone imaging, thermal scanning, digital reporting platforms, and other innovative solutions that improve the quality and speed of inspections while reducing health and safety risks.

This tender presents an excellent opportunity to collaborate with Bay Venues in maintaining and future-proofing our facilities across Tauranga.

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.

## Project Location Details

### Addresses:

- Aquatic facilities: (5)
  - Baywave Pools: Cnr Girven and Gloucester Rd, Mount Maunganui, Tauranga.
  - Mount Maunganui Hot Pools: 9 Adams Ave, Mount Maunganui, Tauranga.
  - Greerton Pools: 1 Kiteroa St, Greerton, Tauranga.
  - Memorial Pool: Memorial Park, Tauranga South, Tauranga.
  - Otumoetai Pool: 77 Windsor Rd, Bellevue, Tauranga.
- Community Halls: (7)
  - 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: (4)
  - Queen Elizabeth Youth Centre: Cnr Devonport Rd & 11<sup>th</sup> Ave, Tauranga.
  - Mount Sports Centre: Cnr Maunganui & Hull Rd, Mount Maunganui, Tauranga.
  - Haumarū: 483 Cameron Rd, Tauranga.
  - Adams Centre: 52 Miro St, Mount Maunganui, Tauranga.
- Community centres: (3)
  - 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: (3)
  - 81 Truman Lane, Mount Maunganui, Tauranga.
    - Mercury Stadium- including Grandstand, Stadium Lounge, Kitchens etc.
    - Mercury arena.
    - Pavilions 1, 2, 3

## What we need

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

### Key Requirements:

1. **Regular Scheduled Inspections:**
  - Companies must have the capability to conduct thorough and reliable roof inspections across multiple venues on a regular (6 Monthly or Annual, TBC) schedule. This ensures the ongoing safety, integrity, and compliance of our facilities' roofing systems.
2. **Flexibility for Unscheduled Assessments:**
  - In addition to scheduled inspections, we require a responsive team capable of handling urgent or on-demand roof assessments across all our venues. This includes storm damage evaluations and leak investigations.
3. **Experience and Expertise:**
  - Inspection providers must demonstrate proven experience in conducting professional roof inspections for multiple venues of similar scale and complexity. This includes expertise in identifying structural concerns, water damage, weather-related wear, and ensuring compliance with relevant health and safety regulations.
4. **Attention to Detail:**
  - A commitment to deliver comprehensive and meticulous roof inspections across all our venues, ensuring every roofing system is thoroughly assessed. This helps maintain safe, durable, and weatherproof environments 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 – 31 Jan- 10 Feb 2025
- Site visits- 12-21 Feb 2025
- RFT Submissions due – 24 Feb 2025
- Contract Award – mid March 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.

### Company Details

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

### Our Point of Contact

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







# Roof Inspections Tender ROI

Final Audit Report

2025-02-02

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