

## **Officer Report to Thornbury Town Council Open Spaces Committee**

**Report Title: Updated Procurement Advice Related to the Tender for the Installation of a MUGA into the Mundy Playing Fields**

**Prepared By: Wendy Sydenham, Deputy Clerk**

**Date: 30 April 2026**

**Status: For Action**



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### **1. Background**

The Town Council issued a tender opportunity in February 2026 for the installation of a Multi-Use Games Area, with a submission deadline of 30 March 2026. The tender documents specified a deadline of 09:00 on that date. However, due to an oversight, one field on the website auto-populated the deadline as 23:59, when it should have read 09:00.

This discrepancy was identified on 31 March 2026. The tender process was immediately paused, and no submissions were opened. Advice was sought from Avon Local Councils' Association (ALCA), which initially recommended closing the existing tender and issuing a new one, open for a period of seven days. All existing bidders were to be notified and given the opportunity to resubmit under the new process. An extraordinary Committee meeting was held on 13 April 2026 to approve the reissue of the tender, in line with ALCA's advice and the Council's Financial Regulations.

However, since then, ALCA has contacted us to confirm that following a re-examine of the original advice, in consultation with a procurement specialist, the Council could lawfully proceed under the original tender documents. They advised that this approach was legally defensible, and preferable when compared to reissuing the tender. ALCA confirmed that a further Committee resolution was required to confirm that reissuing the tender was no longer necessary and that the original process should continue.

In respect of any submissions received between 09:00 and 23:59 on 30 March 2026, ALCA advised that acceptance of these submissions is at the Council's discretion.

### **2. Officers' Recommendations**

In light of the updated advice from ALCA, officers recommend that the Committee:

- note the updated procurement advice
- agree that a reposting of the tender is no longer necessary
- agree that the resolution made at the Committee meeting on 13.04.26 relating to a reposting of the tender opportunity is superseded by any resolutions made at this meeting in light of the updated procurement advice
- delegate authority to officers to proceed with the current procurement in accordance with the original tender documents, including authority to make any necessary adjustments (e.g. to the timetable), and to make all necessary arrangements relating to tender opening and tender interviews
- agree that tender submissions received between 09.00 (deadline stated in tender documents) and 23.59 (deadline stated on tender website), on 30.03.26, will be accepted