



Meeting	Full Council
Date	Wednesday 3 March 2026
Report Title	FC.25.136 To RECEIVE recommendation from FPGP to award the handyperson contract and AGREE actions
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Officer's Recommendations:

1. Note the tender process undertaken for the Handyperson Contract 2026–2031;
2. Accept the recommendation of the FPGP Committee; and
3. Approve the award of the five-year Parish General Services Contract to D R Howse Services Ltd, commencing 1 April 2026.

Purpose of Report:

To inform Members of the tender process undertaken for the Parish Handyperson / General Services Contract (2026–2031), to outline the timeline and evaluation process, and to present the recommendation of the FPGP Committee that the contract be awarded to Company B – D R Howse Services Ltd.

Background:

The current Parish General Services (Handyperson) Contract is due to commence on 1 April 2026 for a five-year term ending 31 March 2031.

In accordance with the Council's financial regulations and procurement requirements, the contract was subject to a competitive tender process to ensure value for money, transparency, and fairness.

The contract covers a broad range of parish maintenance responsibilities including:

- Maintenance of 13 bus shelters;
- Maintenance of amenity furniture;
- Minor building works;
- Grounds maintenance at five allotment sites;
- Minor grounds maintenance on open spaces (excluding major grass cutting);
- Other minor works as instructed by the Council.

The successful contractor will operate as an independent contractor and must meet specified insurance, health and safety, and performance requirements.



Tender Process:

Advertisement

The contract opportunity was formally advertised in January 2026.

The tender documentation set out:

- Scope of works
- Contract term (1 April 2026 – 31 March 2031)
- Insurance requirements (£5 million Public Liability minimum)
- Health & Safety obligations
- Reporting and timescale requirements
- Pricing schedule (annual fee and hourly rate)

Closing Date

The closing date for submission of tenders was late January 2026 (prior to 1 February 2026 to enable review).

All submissions received by the deadline were opened and recorded in accordance with Council procedures.

Tenders Received:

The Council received compliant tenders from:

- **Company A – C Goff & Sons Haulage and Contracting Ltd**
- **Company B – D R Howse Services Ltd**
- An additional individual application (Atkinson)
- An additional individual application (Barnes)

Each submission was assessed against the published criteria including:

- Cost (annual fee and hourly rate)
- Relevant experience
- Capacity to deliver the full scope of works
- Compliance with insurance and health & safety requirements
- Overall value for money



The Committee noted that while Company A submitted a significantly lower annual fee, careful consideration was given to the scope of works, realism of pricing, and deliverability over a five-year period. Demonstration of minimum insurance requirements were not submitted by Company A.

Company B's submission demonstrated:

- A clear understanding of the contractual obligations;
- Appropriate insurance and compliance commitments;
- Realistic pricing aligned with the scope and scale of works;
- Capacity to deliver the full contract specification over the five-year term.

FPGP Committee Consideration:

The FPGP Committee reviewed all tenders in detail, and 'blind scored' each tender.

After consideration of cost, compliance, experience, sustainability of delivery, and risk to the Council, the Committee resolved to recommend that the contract be awarded to:

Company B – D R Howse Services Ltd

The Committee determined that this submission represents best overall value for money when assessed against quality, deliverability, and long-term service reliability, rather than lowest cost alone.

Contract Term:

Subject to Full Council approval, the contract will:

- Commence: 1 April 2026
- End: 31 March 2031
- Be subject to annual performance review each January
- Include termination provisions in accordance with contract terms

Financial Implications:

The approved contract sum will be:

- £12,000 per annum (payable in monthly instalments)
- £22.50 hourly rate for works outside the regular schedule

This provision has been incorporated into the Council's forward budget planning.