

Hendry County Tax Collector  
Request for Quote  
for  
Construction of Office Space for Lease with Option to Buy

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**Date: March 12, 2025**  
**RFQ Number: RFQ 2025-001**

**Attention:** Valerie Kelly, Chief Operations Officer  
[Val@hendrytaxcollector.org](mailto:Val@hendrytaxcollector.org)

**To all interested Builders/Landowners:**

You are hereby invited by the Hendry County Tax Collector to respond to the following:

- Request for Quote for Construction of Office Space for Lease with Option to Buy

**I. Introduction**

The Hendry County Tax Collector's Office, hereafter referred to as "The Tax Collector," is seeking a qualified builder/landowner to design and construct an office building according to the Tax Collector's specifications. The construction will be in Hendry County, LaBelle, Florida, and the building will be leased to the Tax Collector with the option to purchase the property at a later date.

**II. Project Overview**

The Tax Collector requires an office building of approximately 6,000 sf to be built per the following specifications:

- **Size & Layout:** The building should include, but is not limited to, the following areas: single drive-through lane, employee work area, customer service lobby area, reception area, driver license testing area, customer restrooms, employee restrooms, break room, small conference room, office spaces.
- **Design Requirements may include, but is not limited to, the following guidelines:**
  - **Reception Area**
    - **Welcoming and Accessible:** A modern, open reception area with a comfortable seating area for customers to wait. The design should accommodate a variety of visitors, including those with disabilities.
    - **Signage:** Clear and visible signage directing visitors to different departments or service areas.
    - **Security:** Security features like glass partitions or counters to separate reception staff from the public for safety.
  - **Customer Service Counters**
    - **Ergonomic and Accessible Counters:** Counters designed to be accessible to people with



- disabilities, including height-adjustable sections for wheelchair access.
- **Service Windows:** Countertops with security glass to ensure privacy for customers while maintaining clear communication between staff and the public.
- **Privacy Screens:** Partitions or screens to maintain privacy for sensitive transactions.
- **Offices for Specialized Services, Tax Collector, and Administrative Staff**
  - **Private Offices:** For the tax collector and higher-level staff, providing a private, quiet workspace with secure file storage for sensitive documents.
  - **Specialized Offices/Space:** For specialty services such as Driver License Testing Area, Concealed Weapons Permitting room and Commercial Drivers Licensing Hazmat Fingerprinting room.
- **Meeting Room**
  - **Conference Room:** Private space for meetings between customers and staff, or for meetings with other local agencies or government representatives.
  - **Multimedia Capabilities:** Ability to connect audio-visual equipment such as projectors and screens for presentations or training.
- **Security Measures**
  - **Surveillance Cameras:** Ability to strategically and discreetly display security cameras to ensure safety and deter potential theft or misconduct.
  - **Entry and Exit Points:** Secure entry and exits for employees.
  - **Vault/Tag Room:** Secure room with door requiring code for entry to cash vault and tags.
- **Public and Staff Restrooms**
  - **ADA Compliance:** Restrooms designed to meet ADA (Americans with Disabilities Act) guidelines, including wider stalls, grab bars, and low-sink heights.
  - **Sustainability Features:** Use of water-saving fixtures, energy-efficient lighting, and eco-friendly materials.
- **Storage and Filing**
  - **Secure File Storage:** Built in, lockable file storage or cabinets for storing sensitive customer information and tax collector related documents.
  - **Supply Room:** Dedicated area for storing office supplies and forms.
- **Breakroom or Staff Lounge**
  - **Comfortable Space for Staff:** A breakroom with seating, a kitchenette with refrigerators to provide staff a space to relax during breaks.
  - **Durable Finishes:** Use of easy-to-clean surfaces to maintain cleanliness in high-traffic areas.
- **Exterior Design**
  - **Curb Appeal:** A welcoming exterior design with the Tax Collector logo and office name prominently displayed.
  - **Landscaping:** Florida friendly landscaping with native plants, minimal water usage, and sustainable elements.
  - **Drive-through:** Single lane open drive through with cover over service window protecting the interior of the building and providing driver side coverage from elements to the customer.
  - **Parking:** Provide adequate parking for staff and customers, with accessible ADA spaces.
- **Construction Materials:** The building should be constructed using durable, cost-effective, and

sustainable materials, in line with local building codes and regulations.

- Selected builder/landowner will be responsible for the cost of construction materials.
- **Timeline:** The construction should be completed within 12 months from the issuance of a contract.

### 3. Lease Agreement Terms

The Tax Collector intends to enter into a lease agreement for the new office building with the option to purchase the property after a lease term of 20 years. The lease agreement shall include the following terms:

- **Lease Period:** The Tax Collector would like a term of 20 years. The terms of Lease will be determined prior to Tax Collector taking occupancy.
- **Option to Purchase:** The Tax Collector will have the option to purchase the building at any time during the lease term. The purchase price will be negotiated at the time of purchase and will consider factors such as current market rate and rent paid to date.
- **Maintenance and Repairs:** To be negotiated at the time of lease.

### 4. Qualifications and Requirements

To be considered for this project, the builder/landowner must meet the following qualifications:

- **Experience:** Proven experience in the design and construction of commercial office buildings.
- **Licenses and Certifications:** The builder must possess all necessary licenses, permits, and certifications required by local, state, and federal laws.
- **References:** Provide references from past projects of similar scope and size.
- **Insurance:** The builder must provide proof of liability insurance and workers' compensation insurance coverage.
- **Timeline Adherence:** The builder must demonstrate an ability to complete the project within the timeline specified above.

### 5. Quotation Submission Guidelines

Interested builders/landowners are invited to submit their quotations, which should include the following:

1. **Proposed location** must be within the City Limits of LaBelle, preferred location with highway access.
2. **Lease Terms** builders/landowners' willingness to meet the Tax Collector's lease requirements.
3. **Proof of Qualifications** as outlined in Section 4.
4. **Contact Information** for questions or clarifications during the RFQ process.

Quotations must be submitted by Friday, March 28, 2025, to the following contact:

Hendry County Tax Collector  
Attention: Valerie Kelly, Chief Operations Officer  
25 E. Hickpochee Ave.  
LaBelle, FL 33935  
863•675•5280  
Email: Val@HendryTaxCollector.org

### 6. Evaluation Criteria

Qualifications will be evaluated based on the following criteria:

- Compliance with specifications
- Experience and Qualifications: The experience and credentials of the builder, including past projects of similar scope.
- Timeline: The proposed timeline for project completion.



HENDRY COUNTY  
TAX COLLECTOR

AMY COLLINS

### 7. Contact for Questions

Questions may only be submitted by email. For any inquiries regarding this RFQ or to request clarification on any aspect of the project, please contact:

Valerie Kelly

Chief Operations Officer

Email: Val@HendryTaxCollector.org

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We look forward to receiving your quotation and potentially working with you on this project. Thank you for your interest in partnering with the Hendry County Tax Collector's Office.


Sincerely,

Amy Collins

Hendry County Tax Collector

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