

## **INVITATION TO LEASE SPACE**

The Kentucky Finance and Administration Cabinet plans to lease approximately 5,746 square feet of office space with 34 reserved parking spaces located in Jefferson County, Kentucky.

Interested parties may submit proposals to lease existing properties and/or proposals to construct new facilities. The initial proposal must include the name, address, and telephone number of the property owner; the name, address, and telephone number of the property agent, if applicable; the street address of existing properties; and the street address or a location description for sites offered for new construction. Any property selected for lease must meet OSHA specifications, as well as ADA guidelines and all applicable building codes as enforced by the Kentucky Division of Building Code Enforcement. Additional information regarding participation requirements for lease projects will be provided to all respondents.

Proposals shall be submitted in writing on or before **11:00 a.m. ET, March 25, 2026**, and must be sent to: **Division of Real Properties, RE: PR-5932, ATTN: Leased Properties Branch, Suite 300, 403 Wapping Street, Frankfort, KY 40601**. Fax and email proposals will not be accepted. Interested parties may attend the Invitation to Lease proposal opening conference call by dialing 844-603-5060 OR 502-782-2663 and entering the 9-digit conference ID number: 240522021, press #. Then enter the meeting PIN Number: 77330, press #. All proposals will be read aloud on the stated due date and time. Please be mindful that the conference call will not begin until the Leased Properties Branch representative starts the conference. For additional information, contact: Shantil Newton, Division of Real Properties, 502-564-8339 or [shantil.newton@ky.gov](mailto:shantil.newton@ky.gov).