

## **INVITATION TO LEASE SPACE**

The Kentucky Finance and Administration Cabinet desires to lease approximately 3,410 square feet of office space with 12 reserved parking spaces to be located in Letcher County, Kentucky. Proposed properties must be in Whitesburg, KY.

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 may be made by any person in writing on or before **10:30 a.m. EST, April 8, 2024**, and must be sent to: **Division of Real Properties, RE: PR-5818, ATTN: Leasing Branch, Suite 300, 403 Wapping Street, Frankfort, KY 40601**. Fax and email proposals will not be accepted. Proposals must be submitted via regular mail or courier service. For additional information, contact: Bias Redding, Division of Real Properties, 502.782.0366 or [biasg.redding@ky.gov](mailto:biasg.redding@ky.gov).