INVITATION TO LEASE SPACE

The Kentucky Finance and Administration Cabinet plans to lease approximately 10,945 square feet of office space with 65 reserved parking spaces located in Clark 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 may be made by any person in writing on or before **10:00 a.m. EST, December 2, 2026,** and must be sent to: **Division of Real Properties, RE: PR-5951, 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. Responses are encouraged to be submitted by mail in advance of the date and time of the opening with **PR-5951** clearly marked on the outside of the sealed envelope, but if you wish to deliver a response in person, please contact the office at the number below in advance of the opening for specific instructions. For additional information, contact: Mary Cook, Division of Real Properties, 502-564-8339 or mcook@ky.gov.