REQUEST FOR PROPOSAL (RFP)

Invitation Number: RE-0122-20
Issue Date: 12/3/19
Title: Invitation to Lease Office Space in Bourbon, Clark or Madison Counties

IMPORTANT: PROPOSALS MUST BE RECEIVED BY: December 10, 2019 3:00 P.M. Lexington, KY time.

Two copies of response may be made by any person in writing on or before:
3:00 p.m.,

and must be sent to:

Purchasing Division
University of Kentucky
411 South Limestone
322 Peterson Service Building
Lexington, Kentucky 40506-0005.
RE: RE-0122-20

Incorrectly addressed envelopes and FAX responses will not be accepted.

All responses received, before the deadline and properly addressed, will be publicly opened and read at the above designated date and time.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signatory’s name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office.
Background Information

Does the property you are proposing to lease to the University of Kentucky through this Request for Proposal have any other space within this building that is being leased by any agencies of the Commonwealth of Kentucky?

Yes ___________ No ___________

If yes, complete Agency name, square footage and dollar amount per square foot below.

Agency’s Name _______________________________________
Square Footage ________________________________
Dollar Amount per Square Foot __________________________

Permits, Licenses, Taxes and Commonwealth Registration

The contractor shall procure all necessary permits and licenses and abide by all applicable laws, regulations and ordinances of all federal, state and local governments in which a lease of property is contracted for.

Is your company registered with the Commonwealth of Kentucky Secretary of the State Office to conduct business in the Commonwealth of Kentucky?

Yes ___________ No ___________

Conflict of Interest

This RFP and any resulting lease agreement are subject to provisions of the Kentucky Revised Statutes and the University’s Ethical Principles and Code of Conduct regarding conflict of interest. When submitting and signing a proposal, an offeror is certifying that no actual, apparent or potential conflict of interest exists between the University and the offeror.

List name(s) of all individuals who have any ownership in the proposed property listed within.

1. ___________________________________________ 5. ___________________________________________
2. ___________________________________________ 6. ___________________________________________
3. ___________________________________________ 7. ___________________________________________
4. ___________________________________________ 8. ___________________________________________
INVITATION TO LEASE

The University of Kentucky, HEALing Communities Program, desires to lease approximately 2,000 to 3,500 net square feet of office space in Bourbon, Clark, or Madison County. (Ideally, approximately 2,000 to start, with potential to expand by another 1,500 to 2,000 sf in the future). Space should include at least eight private offices, break room, storage space and a meeting room.

Any property selected for lease must meet OSHA specifications, as well as ADA guidelines and all applicable building codes as enforced by the Division of Building Code Enforcement and the University of Kentucky, Fire Marshal. Arrangements will be made to view all properties meeting the general specifications of this lease project. A representative of the Real Property Division will contact you so that an appointment can be made to inspect the proposed facility.

For any questions regarding this proposal, please contact Rebecca Purcell of the Purchasing Division at 859-257-5479.

Address of Space (include Suite #): __________________________________________________
___________________________________________________

Square Footage of the Facility: ____________________________________________________

Can Space be subdivided? ________________________________________________________

Name, Address & Phone Number of Property Owner:

Name:   __________________________________________________

Address:  __________________________________________________
__________________________________________________

Phone Number: __________________________________________________

Date of Availability of the Property for Lease __________________________

Cost per Square Foot to Lease $___________________________/ Net or Gross

Proposed Length of Lease Term __________________________

Please include a picture of property and a space plan, if available.