



REQUEST FOR PROPOSAL (RFP)

Invitation Number	RE-0227-27
Issue Date:	10/23/2026
Title:	Invitation to Lease Office Space- Fayette County, Kentucky

IMPORTANT: PROPOSALS MUST BE RECEIVED BY:	10/30/2026	3:00 P.M. Lexington, KY time.
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Two copies of response may be made by any person in writing on or before:
3:00p.m, October 30th, 2026.

and must be sent to:

Procurement Services
University of Kentucky
411 South Limestone
322 Peterson Service Building
Lexington, Kentucky 40506-0005.
RE: RE-0227-27

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.

NAME OF COMPANY:	FEIN #
ADDRESS:	DUNS #:
CITY, STATE & ZIP CODE:	Phone/Fax:
TYPED OR PRINTED NAME:	E-MAIL:
SIGNATURE:	DATE:

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 offeror 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 OFFICE SPACE

The University of Kentucky, Pharmacy Department, desires to lease approximately 100 – 200 net square feet of office space. Location is preferred within approximately one-mile of the UK Specialty Pharmacy at 531 Wellington Way in Lexington, Kentucky.

Proposals for property must designate:

- The type and location of the property
- Square footage of the facility
- A picture of the exterior of the facility
- Name, address and telephone number of the property owner
- The date of availability of the property for lease and forward same
- Along with a scaled or dimensioned floor plan showing the interior layout of the existing building to include walls, doors, windows, and columns and any other structural considerations that may affect design of the interior space.

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.

The selected Offeror must conform to Kentucky Revised Statutes (KRS) (<https://realestate.uky.edu/ky-real-estate-statutes>), including the University's right to cancel a lease upon written notice within thirty (30) days (KRS 56.806; 6), the terms of all leases entered into pursuant to KRS 56.803 or 56.805 may provide for an initial lease term beginning on a date stated and ending on June 30 in each year in which the General Assembly has convened in an even-numbered-year regular session and appropriated funds for the operation of the state government during the next ensuing biennium. The leases may grant the state successive options for the automatic renewal of the lease upon the same terms and conditions for additional renewal periods of twenty-four (24) months each, not to exceed three (3) automatic renewal periods (KRS 56.806; 1); leases may not contain annual increases ("same terms and conditions" – KRS 56.806; 1).

For any questions regarding this proposal, please contact Brian Schwegman in Procurement Services at 859-257-1024 or Brian.Schwegman@uky.edu.

Type & Location of Property _____

Square Footage of the Facility: _____

Name, Address & Phone Number of Property Owner:

Name: _____

Address: _____

Phone Number: _____

Date of Availability of the Property for Lease _____

Cost per Month to Lease \$ _____

Proposed Length of Lease Term _____

The University of Kentucky, Pharmacy Department, desires to lease approximately 100 – 200 net square feet of office space. Location is preferred within approximately one-mile of the UK Specialty Pharmacy at 531 Wellington Way in Lexington, Kentucky.

All proposals must be submitted by 3:00pm Tuesday, October 30th, 2026. Your response should be structured in the same format and sequence as this Request for Proposal.

Please respond to each point.

1. Landlord. Please state the name, address, and provide a profile of the current ownership.
2. Building. Please state the name, address, and size of the Building in rentable and usable square feet.
3. Tenant. The University of Kentucky, Pharmacy.
4. Initial Space. Tenant is interested in leasing 100-200 net square feet.
5. Calculation of Space. Please quote rental rates on a rentable square footage basis, in addition, please specify that the rentable and useable square feet in the building will be calculated in accordance with standards defined by the Building Owners and Managers Association.
6. Lease Term. Tenant can sign a lease through June 30th of 2028. There is a possibility of a maximum of three (3), two-year (2-year) extensions.
7. Rent Commencement. The rent shall commence on the date of beneficial occupancy agreed to by Tenant and Landlord, provided Landlord has obtained a Certificate of Occupancy on the premises.
8. Base Rent. Please state the Base Rent in terms of dollars per rentable square foot. Per state statute, Base Rent may not escalate during the entire term of the lease. Please state if the rent either (i) includes all customary and reasonable expenses in maintaining, operating and repairing the property, property taxes, insurance, janitorial services, or (ii) if the lease is intended to be triple net. In addition, please specify how utilities are to be addressed (billed separately, included or not included in Base Rent, etc.).
9. Operating Expense and Real Estate Taxes. If Section 8. (ii) is chosen above, please state how Operating Expenses will be calculated in a less than fully-occupied building.
10. Capital Expenditures. Landlord will maintain and repair the structural components of the building, roof, plumbing, electrical, mechanical systems, parking lot, etc., which will be treated as Operating Expenses if lease is triple net. Replacement of the before mentioned structural components will be Landlord's responsibility.
11. Rent Concession. Please state any concessions that are available to Tenant.

12. Parking. Tenant requests free on-site parking. Please confirm the parking ratio available to Tenant and that the parking is included in the Base Rent. Please specify the maximum number parking spaces that Landlord is willing to provide.
13. Signage/Graphics. Please indicate that Tenant will have the right to use its standard graphics on the Building and/or at the entrance to its space. Please also outline what monument signage can be made available and the location of these monument signs.
14. Right to Assign or Sublease. Any assignment or sublease would be made with the prior written consent of Landlord. Please confirm that Landlord's consent will not be unreasonably withheld, conditioned, or delayed.
15. Non-Disturbance & Quiet Enjoyment. Please confirm that any lease document between Tenant and Landlord will contain both non-disturbance and quiet enjoyment clauses from the owner and all mortgagees.
16. Wiring Rights & Fiber Optic Rights. Tenant shall have the non-exclusive right, free of charge, to bring any wiring or cabling to the Building and to run the same throughout the Building's chases and ducts. The cost of such wiring shall be paid for exclusively by Tenant.
17. Security Deposit. Please indicate Landlord's understanding that the security deposit is waived.