



**INVITATION FOR BID
TITLE WORK & CLOSING SERVICES**

Letcher County is seeking to contract with a qualified legal firm or title company to complete a title search (title opinion) and closing services for one (1) property participating in the 2022 Federal Emergency Management Agency (FEMA) Home Buyout Program.

Services to be provided include title work and closing services for a buyout property. Please note:

- The following three items will be pass-through only.

Title Insurance Premium	PASS-THROUGH ONLY of Title Insurance Costs \$4.75 per \$1,000, up to \$100,000.00 in coverage, with a minimum fee of \$238.00 for up to \$50,000 in coverage. Plus an additional \$3.75 per \$1,000 for \$100,001 to \$500,000 in coverage. Plus any applicable taxes if in city limits.
Recording Fees	PASS-THROUGH ONLY (Letcher County)
Transfer Tax	PASS-THROUGH ONLY (Letcher County)

Submission:

- Bids and all required forms shall be submitted through the DFS Procurement Portal at dfs.bonfirehub.com/portal no later than **April 16th, 2026, at 9:00 AM ET**. Submissions received after the due date and time will be considered non-responsive and will not be considered.
- Bids will be opened on April 16th, 2026 10:00 a.m. ET at the Letcher County Judge Executive's Office.
- Award will occur at the Fiscal Court meeting scheduled for April 20th, 2026 at 10:00 AM ET.
- Questions regarding bids should be submitted in the procurement portal. For questions regarding procurement portal navigation, email: procurement@erassist.com.
- Required documents for submission:
 - Copy of necessary licensing and certifications

Awards will be made per property. There is no guarantee of the quantity of work. Structures may fall out of the program, be awarded to another contractor to meet state deadline requirements, or be purchased through another program. Multiple firms may be used if needed to meet the scheduling needs of the county.

The County reserves the right to accept or reject any or all bids and negotiate with any and all individuals or firms that submit bids. The right is also reserved to waive any minor irregularities and to award the bid to the respondent whose offer is most advantageous to and in the best interests of Letcher County.

Letcher County is an Equal Opportunity Employer. All companies, including women, minority, and veteran owned businesses are encouraged to submit a bid.