



PINAL COUNTY
wide open opportunity

Offer and Acceptance

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

"Original"

OFFER AND ACCEPTANCE FORM

TO PINAL COUNTY:

The undersigned hereby offers and agrees to furnish the material, service, or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation.

	Owner / Operator
Authorized Signature	Title
Oscar Hernandez	11/6/15
Printed Name	Date
Stay Up Towing	(520) 466-2533
Company Name	Telephone
4445 W. Delgado Dr.	Flora AZ 85131
Address	City, State, Zip

For clarification of this offer, contact:

Name: Oscar Hernandez Phone: (520) 466-2533 Fax: (520) 466-2561

Email: stayuptowing@yahoo.com

ACCEPTANCE OF OFFER (For Pinal County Use Only)

The offer is hereby accepted and the Responder is now bound to sell or provide the materials, services, or construction as indicated by the Purchase Order or Notice of Award and based upon the solicitation, including all terms, conditions, specifications, amendments, etc. and the Offer as accepted by Pinal County.

The contract is for:

This contract shall henceforth be referenced to as Contract No. 150720. The Offeror is cautioned not to commence any billable work or to provide any material or service under this contract until Offeror receives an executed purchase order or notice to proceed.

Awarded this 13th day of April ~~2015~~ ²⁰¹⁶

<u>Todd House</u>	<u>Chairman</u>	
Name (Print)	Title	Signature

Approved as to form:

Pinal County Attorney's Office



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OFFER AND ACCEPTANCE FORM – Page 2

By signing the previous page of the Offer and Acceptance Form, Responder certifies:

- A. The submission of the bid did not involve collusion or other anti-competitive practices.
- B. The Responder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.
- C. The Responder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the Submittal.
- D. The Responder certifies that it complies with Executive Order 12549 related to Federal Government Debarment and Suspension (see 4-7)
- E. The Responder certifies that the individual signing the bid is an authorized agent for the Responder and has the authority to bind them to the contract.

Stay Up Towing

Firm

Authorized Signature

Solicitation # RFP-150720
Due Date: November 18, 2015
By 2:00 pm Arizona Time

Stay Up Towing
4445 W. Delgado Drive
Eloy, AZ 85131
Tel: (520) 466-2533

Oscar Hernandez
Owner/Contact Person



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Addendum Acknowledgement Form

Pinal County
Finance Department
31 N. Pinal St.
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P.O. Box 1348
Florence, AZ 85132

ADDENDUM ACKNOWLEDGEMENT FORM

Solicitation Addendums are posted on the Pinal County website at the following address:
<http://pinalcountyaz.gov/Departments/Finance/Pages/BidsProposals.aspx> . It is the responsibility of the Responder to periodically check this website for any Solicitation Addendum.

This page is used to acknowledge any and all addendums that might be issued. Any addendum issued within five days of the solicitation due date, will include a new due date to allow for addressing the addendum issues. Your signature indicates that you took the information provided in the addendums into consideration when providing your complete response.

Please sign and date:

ADDENDUM NO. 1 Acknowledgement _____
Signature Date

ADDENDUM NO. 2 Acknowledgement _____
Signature Date

ADDENDUM NO. 3 Acknowledgement _____
Signature Date

If no addendums were issued, indicate below, sign the form and return with your response.

Stay Up Towing
Firm

[Signature]
Authorized Signature



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Responder's Checklist

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

RESPONDERS CHECKLIST

	Yes/No
Did you sign your Offer sheet? <i>See Page 39 & 40 of this solicitation.</i>	Yes
Did you acknowledge all addendums, if any? <i>See page 36. Any addendums would be posted on the Pinal County website on the Bids/Proposals page of the Finance/Purchasing Department.</i>	Yes
Did you complete all required Response Forms? <i>Any Response forms would be posted on the Pinal County website on the Bids/Proposals page of the Finance/Purchasing Department.</i>	Yes
Did you include your W-9 Form? <i>See page 37 of this solicitation.</i>	Yes
Did you include any necessary attachments?	Yes
Is the outside of your sealed submittal marked with the Solicitation #, Due Date and Time? <i>See page 1 for this information.</i>	Yes
Did you include one original and the required number of copies? <i>See page 1 for the quantity.</i>	Yes
Did you follow the order for submissions of documents? <i>See Section 3.4 – Offer format in the Special Instructions of this solicitation.</i>	Yes
Did you include proof of insurance(s) if requested?	Yes



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RFP-150720
PCSO Towing Services
Response Form 1 -
Questions

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

Responder Name: *Stay Up Towing*

Responders shall complete the following Response Form, indicating their responses in the spaces provided. Additional pages may be added so long as they are clearly referenced in the spaces provided.

Please note: Any exception and the total number of exceptions taken will negatively affect your evaluation score. Compliance to Terms and Conditions has been identified as an evaluation criterion for this solicitation.

Any exception not contained within this section of the solicitation will be deemed invalid and will not be considered.

Acceptability of Responses

Offers that do not include fully completed copies of Response Forms 1, 2, 3, 4, 5 and 6 may cause the entire offer to be deemed unacceptable and therefore non-responsive. Forms with incomplete or unacceptable responses will also be considered non-responsive.

1 Capacity of Responder

- 1.1 Responder shall describe their company history including company full legal name, primary business location, years in business, ownership structure, and website, if applicable..

General Business: A Roadside Assistance company open 24 hours for commuting customers in need at any time.

Purpose: To be a leader in the roadside assistance industry by providing satisfactory and safe services to get you back on the road.

Vision: To provide quality services that exceeds the expectations of our customers.

Mission statement: To build a long term relationship with our customers and clients and providing exceptional customer services at all times.

Core Values: We believe in treating our customers and clients with respect. We value honesty and integrity as it is a major aspect in our business.

Business Name: *Stay Up Towing*

Business Address: *4445 W Delgado Drive*

Eloy, AZ 85131

Email: *stayuptowing@yahoo.com*

Tel: *520-466-2533*

Years in Business: *3 years*

Ownership Structure: *Sole Proprietorship*

- 1.2 Responder shall list current contracts with other entities.

AllState Insurance Company

Eloy P.D.

Department of Public Safety

Quest Towing Services



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**RFP-150720
PCSO Towing Services
Response Form 1 -
Questions**

Pinal County
Finance Department
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- 1.3 Responder shall list equipment, storage lot(s) and personnel commitments they have with other entities (i.e. police departments, local governments, etc.).

Equipment: Tow Truck # 1 2000 International Light Duty Truck

Tow Truck # 2 2005 International Light Duty Truck

Storage Lot: 413 N Eleven Mile Corner Rd Eloy, AZ 85131

Currently have towing contracts with Eloy P.D., Department of Public Safety, Insurance companies and I follow a rotation list for local law enforcement agencies.

- 1.4 Responder shall provide a minimum of three (3) references who can comment on their work. References from public entities are preferred. Responder must include phone, fax, email and physical address of each reference.

1. Midway Diesel LLC

Steve Steelmen

Tel: (520) 251-0931

Email: steve@midwaydiesel.com

Physical Address: 3995 W. Houser Rd Eloy, AZ 85131

2. Pinal County Sheriffs Office Volunteer

James Samons

Tel: (520) 705-9665

Email: jimyjaming@hotmail.com

Physical Address: 9517 W. Santa Cruz Blvd Arizona City, AZ 85123

3. J&E Fencing LLC.

Johnoson & Esther Moreno

Tel: (520) 705-1321

Fax: (520) 876-9307

Email: jandefencing@cgmailbox.com

Physical Address: 18525 W. Danbury St. C.G. AZ 85193

4. Pinnacle Health Center

Dr Balenalli

Tel: (520) 836-6636

Fax: (520) 836-6846

Physical Address: 1968 N. Peart Rd Casa Grande, AZ 85122

5. JC Tires

Daniel Fuentes

Tel: (520) 723-4986

Email: Jctires7@gmail.com

643 S. Arizona Blvd Coolidge, AZ 85128



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PCSO Towing Services
Response Form 1 -
Questions

Pinal County
Finance Department
31 N. Pinal St.
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- 1.5 Responder shall complete Response Form 2 – Tow Designation & Equipment List to specify which districts they are submitting a proposal for and provide a listing of equipment to be used within that district.
- 1.6 Responder shall complete Response Form 3 – Storage Facility List to provide listing of storage facilities to be used under this contract.
- 1.7 Responder shall complete Response Form 4 – Personnel List to provide listing of personnel to be employed under this contract.
- 1.8 Responder shall complete Response Form 5 – Insurance Requirement to provide confirmation of required insurance coverage under this contract.

2 Method of Approach

- 2.1 Responder shall list and describe the dispatching equipment.

Telephone

Mobile Phone

Fax machine

Computer

Laptop

- 2.2 Responder shall describe their vehicle record keeping process and procedures.

On Invoice from service call:

All information from officer report is obtained and written on invoice.

(Including: Date of tow, date vehicle stored, time vehicle stored, site of incident or service took place, Make, model & year of vehicle, License Plate # & State, VIN #, Date vehicle picked up, Time vehicle picked up, Id# of individual picking up vehicle, identification of anyone coming to remove items for stored vehicle, If filing a 10 day claim-date noted or if 30 day claim-date also noted.)

Copy of officer report and invoice stapled together.

A Job # is assigned to each call, along with agency name, vehicle make then it is tagged onto the key of the vehicle being stored.

Each service call is labeled and placed together in a locked file cabinet for agency it was requested by.

It is monitored on a weekly basis for any changes or updates per customer or client request based on approval from agency who requested the service call.

2.3 Responder shall describe their proposed method for maintaining service coverage and service response time requirements.

As a current tow provider, I am familiar with the area in districts that I'm submitting a proposal for. Therefore I shall respond to all service calls in an efficient, safe and timely manner. I have experience in towing for PCSO from a past employer who was contracted with PCSO. I expect my response time to be within 30 minutes at all times. The goal for Stay Up Towing is to respond to PCSO service calls as quickly and safely as possible to get the customers out of harms way and the roadway clear.

- 2.4 Responder shall describe their familiarity with the internet and Google Documents (Google Docs).

I have very familiar with the internet and its available search engines available online. As for (Google Docs) it is a new program for me. However I am looking into it now and shall have no problem accessing it for any future projects required if needed.



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RFP-150720
PCSO Towing Services
Response Form 1 -
Questions

Pinal County
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3 Conformance to Terms and Conditions and Scope of Services

Response Form Responses

Stay Up Towing have read, understand, and shall comply with all Terms and Conditions. Responders that accept the County's Terms and Conditions shall check **YES** to clearly indicate their acceptance. Responders who take exception to the County's Terms and Conditions shall check **NO** and clearly indicate their exception(s) and provide Responder's suggested language.

YES, I acknowledge that I have read and understand all Terms and Conditions and will comply in any resultant contract.

NO, I acknowledge that I have read, understand all Terms and Conditions and will comply in any resultant contract with the exceptions listed below.

Exceptions (If checked NO)

Responders that take exception to any Terms and Conditions shall justify their exception as well as proposing any changes to the County's language with the Responder's suggested changes clearly indicated. Additional pages may be added so long as they are clearly referenced in the spaces provided. **Please note that taking exception to any Terms and Conditions may affect your evaluation score.** Both the number of exceptions and the severity of the exceptions can affect your score and may have you deemed non-responsive for this solicitation.

Cite the specific Term and Condition for which an exception is taken: *N/A*

Responder's justification for the exception: *N/A*

Responder's suggested changes: *N/A*

Stay Up Towing have read, understand, and shall comply with the Scope of Services. Responders that accept the Scope of Services shall check **YES** to clearly indicate their acceptance. Responders who take exception to any item in the Scope of Services shall likewise check **NO** and clearly indicate their exception and provide Responder's suggested language.

YES, I acknowledge that I have read and understand the Scope of Services and will comply in any resultant contract.

NO, I acknowledge that I have read, understand the Scope of Services and will comply in any resultant contract with the exceptions listed below.

Cite the specific item in the Scope of Service for which an exception is taken: *N/A*

Responder's justification for the exception: *N/A*

Responder's suggested changes: *N/A*

End of Response Form 1 for RFP-150720 PCSO Towing Services



P I N A L • C O U N T Y
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RFP-150720

**PCSO Towing Services
 Response Form 2 –
 Tow Designation & Equipment List**

Pinal County
 Finance Department
 31 N. Pinal St.
 Bldg. A
 P.O. Box 1348
 Florence, AZ 85132

TOW DESIGNATION & EQUIPMENT LIST

Towing and storage services for public vehicles will be awarded by geographic areas (tow districts) and on a rotational basis per the County defined tow boundaries for PCSO requested services. The responder must have and maintain a properly zoned storage facility within each tow district that they are submitting a proposal for. In addition, the responder shall have a separate tow vehicle for each district they are submitting a proposal for. The same tow vehicle shall not be used for two districts, however a medium duty truck may be used for medium duty and light duty within the same district and a heavy duty truck may be used for heavy duty, medium, and light duty within the same district.

The responder shall provide a detailed list and description of the tow vehicles your company will utilize under this contract. Use additional pages as necessary.

Tow District Vehicle will be utilized for (only 1 district per vehicle)	Make	Yr	VIN #	LIC #	MFG. GVW	TYPE Light (L) Medium (M) Heavy Duty (H)	Winch Capacity	Vehicle Inspection Date & Owner
District 2	International	2000	1HTSCABM5YH272923	CH75110 AZ	15,000	L	8,000 lbs	3/17/14 Oscar Hernandez
District 3	International	2000	1HTMMAAM65H114533	TV9281 AZ	15,000	L	8,000 lbs	9/7/15 Oscar Hernandez

Firm/Individual

Authorized Signature and Date



P I N A L • C O U N T Y
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RFP-150720
PCSO Towing Services
Response Form 2 –
Tow Designation & Equipment List

END OF TOW EQUIPMENT LIST

Pinal County
Finance Department
31 N. Pinal St.
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P.O. Box 1348
Florence, AZ 85132

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RFP-150720
PCSO Towing Services
Response Form 3 –
Storage Facility List

Pinal County
 Finance Department
 31 N. Pinal St.
 Bldg. A
 P.O. Box 1348
 Florence, AZ 85132

STORAGE FACILITY LIST

The Responder must have and maintain a properly zoned storage facility within each tow district that they are submitting a proposal for.

The responder shall provide a detailed list and description of their vehicle storage facilities that will be utilized under this contract. Use additional pages as necessary.

Tow District Storage Lot is located in	Location (address and nearest cross streets)	Capacity (# of vehicles)	Lot Size (in feet width x length)	Zoning Code	Storage Lot Owner	Security (lighting, fencing, etc)
District 2	413 North Eleven Mile Corner Rd Eloy, AZ 85131	40	100 ft x 175 ft		Lorenzo Barron	9 ft high block wall Locked gates Secured access Storage only Gravel Ground Surface(Clear of Vegetation Proper Lighting
District 3	413 North Eleven Mile Corner Rd Eloy, AZ 85131 Eleven Mile Corner Rd & 5 th Street	40	100 ft x 175 ft		Lorenzo Barron	9 ft high block wall Locked gates Secured access Storage only Gravel Ground Surface (Clear of Vegetation) Proper Lighting

END OF STORAGE FACILITY LIST



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RFP-150720
PCSO Towing Services
Response Form 5 –
Insurance Requirements

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

INSURANCE REQUIREMENTS

Per the terms and conditions of this solicitation, the Responder shall furnish the state certification from insurer(s) for coverage in the minimum amounts stated below. The coverage shall be maintained in full force and effect during the term of the contract and shall not serve to limit any liabilities or any other Contractor obligations.

Name and Address of Insurance Agency:	Company Letter:	Companies Affording Coverage (Include A.M. Best Rating):
Arcadian Insurance Agency	A	ATAIN Speciality Insurance Company NAIC # 17159
309 E. Cottonwood Lane Casa Grande, AZ 85122 Phone: (520) 836-9297 Fax: (520) 836-1014	B	Progressive
Name and Address of Insured: Oscar Hernandez Stay Up Towing PO Box 1898 Arizona City, AZ 85123	C	
	D	

TYPE OF INSURANCE	CO. LTR	LIMITS OF LIABILITY MINIMUM – EA. OCCUR.	POLICY NUMBER	DATES OF POLICY
Commercial General Liability or Garage Liability	A	\$1,000,000.00 per occurrence/ \$2,000,000 general aggregate	CIP264375	10/1/15- 10/1/16
Business Automobile Liability	B	\$1,000,000.00 per occurrence	02417288	09/23/15 - 03/23/16
With On-hook Endorsement with no exclusions for "dropped car" or improper towing techniques.	B	\$100,000		
Garage Keepers Legal Liability – Direct Primary Coverage	A	\$50,000.00 per vehicle \$100,000.00		
Statutory Limits Worker's Compensation (Exempt if company is operated as owner/operator, and does not hire employees to perform towing services) Employers Liability				
Other:				
State of Arizona and the Arizona Department of Public Safety are added as additional insured's as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.		It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.		
Name and Address of Certificate Holder:		Date Issued:	11-5-15	



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RFP-150720
PCSO Towing Services
Response Form 5 –
Insurance Requirements

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

Pinal County Sheriff's Office
971 N Jason Lopez Circle, Bldg C
Florence, AZ 85232

END OF INSURANCE REQUIREMENTS

Lori Pruitt

To: Oscar Hernandez Jr
Subject: RFP 150720 PCSO Towing Services - ADDITIONAL INFORMATION REQUESTED
Attachments: 20151123_162014_fbbct4dcd18.pdf

Good afternoon.

Thank you for submitting your proposal for RFP 150720 – PCSO Towing Services. In reviewing your proposal, we found some incomplete or missing information. To remain in consideration of this award, I ask that you please respond to this request for additional information by **Wednesday, November 25, 2015, at 5pm** Arizona Time.

- Response Form 3 – Missing Zoning Code.

You can respond either by email to lori.pruitt@pinalcountyz.gov or via mail to:

Pinal County Finance Department
Attn: Lori Pruitt
RE: RFP 150720 – PCSO Towing Services - Requested Information
31 N. Pinal Street, Bldg A
PO Box 1348
Florence, AZ 85132

If you have any questions, please contact me at 520-866-6262 or lori.pruitt@pinalcountyz.gov. Thank you.

Lori Pruitt
Buyer II
Pinal County
520.866.6262

Lori Pruitt

From: Oscar Hernandez Jr <stayuptowing@yahoo.com>
Sent: Tuesday, November 24, 2015 9:48 AM
To: Lori Pruitt
Subject: Re: RFP 150720 PCSO Towing Services - ADDITIONAL INFORMATION REQUESTED
Attachments: RFP 150720 - Response Form 3 - Storage Facility List (1).docx

Good morning Lori,

I do apologize for not filling that part out on the form. I thank you for taking the time in sending the email and making me aware of the situation. I am attaching the form with the zone code included. Any other questions or concerns please feel free in contacting me at any time. If you would please email me back just to confirm that you did receive the corrected form.

Have a great day!
Oscar

On Monday, 23 November 2015, 15:22, Lori Pruitt <Lori.Pruitt@pinalcountyaz.gov> wrote:

Good afternoon.

Thank you for submitting your proposal for RFP 150720 -- PCSO Towing Services. In reviewing your proposal, we found some incomplete or missing information. To remain in consideration of this award, I ask that you please respond to this request for additional information by **Wednesday, November 25, 2015, at 5pm Arizona Time.**

- Response Form 3 – Missing Zoning Code.
You can respond either by email to lori.pruitt@pinalcountyaz.gov or via mail to:
Pinal County Finance Department
Attn: Lori Pruitt
RE: RFP 150720 – PCSO Towing Services - Requested Information
31 N. Pinal Street, Bldg A
PO Box 1348
Florence, AZ 85132

If you have any questions, please contact me at 520-866-6262 or lori.pruitt@pinalcountyaz.gov. Thank you.

Lori Pruitt
Buyer II
Pinal County
520.866.6262



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RFP-150720
PCSO Towing Services
Response Form 3 –
Storage Facility List

Pinal County
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STORAGE FACILITY LIST

The Responder must have and maintain a properly zoned storage facility within each tow district that they are submitting a proposal for.

The responder shall provide a detailed list and description of their vehicle storage facilities that will be utilized under this contract. Use additional pages as necessary.

Tow District Storage Lot is located in	Location (address and nearest cross streets)	Capacity (# of vehicles)	Lot Size (in feet width x length)	Zoning Code	Storage Lot Owner	Security (lighting, fencing, etc)
District 2	413 North Eleven Mile Corner Rd Eloy, AZ 85131	40	100 ft x 175 ft	L-1 (Light Indust-rial)	Lorenzo Barron	9 ft high block wall Locked gates Secured access Storage only Gravel Ground Surface(Clear of Vegetation Proper Lighting
District 3	413 North Eleven Mile Corner Rd Eloy, AZ 85131	40	100 ft x 175 ft	L-1 (Light Indust-rial)	Lorenzo Barron	9 ft high block wall Locked gates Secured access Storage only Gravel Ground Surface (Clear of Vegetation) Proper Lighting



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PCSO Towing Services
Response Form 3 –
Storage Facility List

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Florence, AZ 85132

END OF STORAGE FACILITY LIST

Lori Pruitt

From: Oscar Hernandez Jr <stayuptowing@yahoo.com>
Sent: Monday, December 07, 2015 9:25 AM
To: Lori Pruitt
Subject: Re: Storage Yard Storage Address Change

Good morning Lori,

The lot size is larger its 200' x 325', capacity is about 60 to 70 cars. However the zone code, lighting & landscaping which is gravel remains the same. The name of the owner is Frank Struve. I thank you for making necessary changes.

Have a good day!
Oscar

On Monday, 7 December 2015, 7:44, Lori Pruitt <Lori.Pruitt@pinalcountyaz.gov> wrote:

Has all of the other information remained the same - for example, the lot size, capacity, zoning, etc?

Lori Pruitt
Buyer II
Pinal County
520.866.6262

From: Lori Pruitt
Sent: Monday, December 07, 2015 7:35 AM
To: 'Oscar Hernandez Jr'
Subject: RE: Storage Yard Storage Address Change

Oscar,

I will use your email as documentation and make that change. I appreciate your letting me know. Thanks.

Lori Pruitt
Buyer II
Pinal County
520.866.6262

From: Oscar Hernandez Jr [<mailto:stayuptowing@yahoo.com>]
Sent: Friday, December 04, 2015 1:56 PM
To: Lori Pruitt
Subject: Storage Yard Storage Address Change

Hi Lori,

In regards to solicitation # RFP150720; I have a change of address that needs to be updated to: 509 N. Eleven Mile Corner Rd. Lot # 38 & 39 Eloy, AZ 85131. Please let me know how to go about changing this on the current solicitation that I have submitted for.

Have a great day!
Oscar

(520) 466-2533