



MOVING SERVICES FOR THE NEW POLICE HEADQUARTERS RFQ (NON CCNA)- 367-26-JJ

Created For:

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Created By:
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President & CEO

01/15/2026

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561.660.0660

January 15, 2026

To:

City of Hollywood
Office of Procurement Services
Attn: Jean Joinville, Procurement Manager
2600 Hollywood Blvd., Suite 303
Hollywood, FL 33020

Re: RFQ (Non-CCNA) No. 367-26-JJ
Moving Services for the New Police Headquarters

Dear Mr. Joinville and Evaluation Committee Members:

On behalf of Emprise Partners LLC, we respectfully submit our Statement of Qualifications in response to RFQ (Non-CCNA) No. 367-26-JJ, Moving Services for the New Police Headquarters.

We have carefully reviewed the solicitation documents, including the scope of services, submission requirements, and evaluation criteria, and we confirm our understanding of the phased relocation effort, security requirements, and coordination expectations associated with relocating the Hollywood Police Department to the new headquarters facility.

Emprise Partners intends to serve as the prime contractor for this engagement. To ensure sufficient capacity, flexibility, and continuity throughout the approximately three-month phased move, we have established a pool of qualified moving service vendors that we intend to utilize for this project, as needed and subject to City approval. These subcontractors include:

- Viking Logistics & Services LLC
326 Polk Street, Hollywood, FL 33019

- Our Family Moving & Storage LLC
940 Eller Drive, Bay 4, Fort Lauderdale, FL 33316
- First Class Moving Systems, Inc.
1251 Sawgrass Corporate Parkway, Sunrise, FL 33323
- Solomon & Sons Relocation Services Inc.
3524 SW 30th Avenue, Dania Beach, FL 33312

All subcontractors will be required to comply with the City's insurance, background screening, security escort, and performance requirements as outlined in the solicitation. Emprise Partners will maintain full responsibility for coordination, quality control, scheduling, compliance, and overall contract performance.

We certify that this submission is made in good faith, without collusion, and with full authority to bind the firm. We acknowledge and accept all terms, conditions, and requirements of the solicitation and any issued addenda.

Thank you for the opportunity to submit our qualifications. We appreciate your consideration and look forward to the possibility of supporting the City of Hollywood in this critical transition.

Sincerely,



Ednel Saint Jean
President & CEO
Emprise Partners LLC
e.saintjean@emprise-partners.com
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2.0 – Executive Summary

Emprise Partners LLC submits this response to demonstrate our capability to successfully serve as the Prime Contractor for the City of Hollywood’s Moving Services for the New Police Headquarters. We understand the critical nature of this project, which involves the phased relocation of approximately 330 sworn and civilian personnel, sensitive equipment, secured documents, select furniture, shelving, televisions, and specialized departmental assets from the existing Police Headquarters to the new facility over an anticipated three-month period.

Our approach is founded on structured coordination, strict compliance, and disciplined oversight. While Emprise Partners will maintain full contractual responsibility to the City, we intend to execute this project through a carefully vetted pool of professional moving subcontractors with demonstrated experience in commercial, institutional, and government-related relocations. This model allows us to scale resources appropriately while maintaining centralized control, accountability, and quality assurance throughout the duration of the phased move.

We recognize that this relocation will occur within a secure law enforcement environment, requiring adherence to escort requirements, background screening protocols, chain-of-custody expectations, and same-day relocation constraints with no overnight storage. Our project management structure is designed to support close coordination with Hollywood Police Department staff, ensuring each departmental move is executed according to the City’s finalized move plan, schedule, and sequencing requirements.

Emprise Partners will serve as the single point of contact for the City, responsible for:

- Overall project coordination and scheduling
- Subcontractor management and supervision
- Compliance with all insurance, safety, and background requirements
- Daily communication and issue resolution
- Quality control and verification of completed moves

Our subcontractor pool will be utilized strategically to provide trained personnel, vehicles, moving materials, and equipment necessary to support intermittent and department-by-department relocation activities. All subcontractors engaged will be required to meet the same insurance, compliance, and conduct standards imposed on the Prime Contractor, and all work will be performed under direct oversight to ensure consistency and accountability.

We understand that flexibility and reliability are essential, as not all departments will require full-week move support and schedules may adjust as planning is finalized. Our operational model is intentionally structured to remain responsive throughout the May–August 2026 relocation window, ensuring continuity of service without disruption to Police Department operations.

Emprise Partners is committed to delivering an organized, secure, and professionally managed relocation effort that prioritizes safety, confidentiality, and efficiency. Our approach emphasizes partnership with the City, disciplined execution, and the responsible use of qualified subcontractors to ensure the successful transition into the new Police Headquarters facility.

3.0 – Qualifications and Experience

3.1 – Prime Contractor – Emprise Partners LLC

Emprise Partners LLC is a professionally managed services firm specializing in government contracting, vendor coordination, and operational oversight for complex, multi-vendor service engagements. As the Prime Contractor, Emprise Partners is responsible for overall contract compliance, project management, scheduling, quality control, invoicing, subcontractor coordination, and client communication.

Emprise Partners was recently awarded a County-wide Moving Services contract for Volusia County, which is currently active and ongoing. This award demonstrates Emprise Partners' capability to manage large-scale, geographically distributed moving operations under county procurement standards, including coordination across multiple facilities, adherence to public-sector performance requirements, and ongoing service delivery under an awarded agreement.

Under this solicitation, Emprise Partners will serve as the single point of accountability to the City, while leveraging a vetted pool of experienced, licensed, and insured moving subcontractors with extensive government, municipal, and commercial relocation experience.

3.2 – Subcontractor Team – Relevant Experience and Capabilities

To meet and exceed the requirements of this project, Emprise Partners has assembled a team of specialized moving and relocation subcontractors with demonstrated past performance on government and institutional projects.

First Class Moving Systems, Inc.

First Class Moving Systems, Inc., founded in 2001, is an established commercial and government moving contractor with more than two decades of experience delivering relocation services throughout Florida. The firm has successfully performed municipal and state-level projects and maintains documented past performance with public agencies and large commercial clients.

Relevant experience includes:

- Government and municipal relocation services within Florida
- Past performance references with the Florida Department of Education and Florida Gaming

- Commercial and institutional clients including Spirit Airlines
- Experience with office relocations, modular furniture installation, asset management, and coordinated multi-phase moves

First Class Moving Systems maintains comprehensive insurance coverage, formal safety and training programs, background screening processes, and structured project management methodologies appropriate for public-sector environments.

Our Family Moving & Storage LLC

Our Family Moving & Storage LLC is a licensed and insured moving and storage provider founded in 2019, specializing in residential, commercial, and government relocations. The firm brings direct experience working under federal and public-sector contracts and phased relocation projects.

Relevant experience includes:

- U.S. General Services Administration (GSA) projects involving multi-phase business relocations for properties acquired for the Broward County Courthouse
- Ongoing contract work supporting Patterson Dental Supplies, including equipment transport and delivery across medical facilities
- Repeated installation, transport, and disposal services for Caribbean Procurement Inc. across multiple project phases

The company operates in compliance with U.S. Department of Transportation regulations and maintains active USDOT and state moving licenses. Safety, regulatory compliance, and property protection are core operational priorities.

3.3 – Teaming Approach and Capability Alignment

Emprise Partners’ approach intentionally combines:

- Prime-level contract oversight and accountability, and
- Subcontractor-level execution by firms with proven moving and relocation experience

This structure allows Emprise Partners to scale labor, equipment, and scheduling efficiently while maintaining strict control over compliance, documentation, performance standards, and communication with the City. Each subcontractor has been evaluated for licensing, insurance, safety practices, and relevant experience aligned to the scope of work.

3.4 – Summary of Qualifications

Collectively, the Prime Contractor and subcontractor team offer:

- Demonstrated experience supporting county, state, and federal relocation projects

- Proven ability to manage multi-site and phased moving operations
 - Licensed, insured, and DOT-compliant moving providers
 - Established safety, training, and quality control practices
 - Clear prime-subcontractor structure with a single point of accountability to the City
-

4.0 – Organizational Profile and Project Team Qualifications

4.1 – Organizational Profile

Emprise Partners LLC is a Florida-based facilities support and project coordination firm specializing in the delivery of complex, multi-vendor operational services for public-sector clients. Emprise Partners routinely serves as the prime contractor, providing centralized project management, compliance oversight, scheduling coordination, subcontractor management, and client communication, while leveraging a vetted pool of specialized subcontractors to execute scope-specific field operations.

This organizational model aligns directly with the City of Hollywood’s phased, multi-department relocation requirements, where coordination, sequencing, accountability, and compliance are as critical as the physical moving services themselves.

Emprise Partners’ responsibilities under this project include:

- Overall contract management and accountability to the City
- Development and management of the phased move schedule
- Coordination with City representatives and Police Department escorts
- Subcontractor oversight, vetting, and compliance verification
- Quality control, issue resolution, and schedule adherence
- Financial administration, invoicing coordination, and prompt payment compliance

Emprise Partners understands that this project involves secure facilities, sensitive documents, controlled equipment, and escorted access, and has structured its internal controls and subcontractor requirements to fully comply with these conditions as outlined in the RFQ.

Key Leadership team



Ednel Saint Jean - President & Chief Executive Officer

Ednel Saint Jean serves as the President and Chief Executive Officer of Emprise Partners, a minority-owned business specializing in coordinated service delivery for public-sector clients. As CEO, Ednel provides executive oversight for strategic planning, business development, contract performance, and organizational operations,

ensuring that all projects are executed in compliance with contractual requirements and client expectations.

Ednel brings over a decade of senior leadership experience managing complex, multi-site, and high-volume operations. He previously served as the Senior Store Manager of a \$95 million Walmart Supercenter in Orlando, Florida, where he oversaw daily operations for more than 400 employees. In this role, he was responsible for full operational accountability, including financial forecasting, budget control, workforce management, performance metrics, safety compliance, and customer experience. He also led community-focused initiatives such as blood drives, holiday events, vendor fairs, job fairs, and local fundraising efforts, requiring coordination with external partners and stakeholders.

Prior to Walmart, Ednel held a Senior Business Manager role with Verizon, where he directed operations across 16 retail locations in the Atlanta metropolitan area. His responsibilities included regional performance management, team development, sales strategy execution, and support of small- and mid-sized business clients. This role required disciplined operational oversight, consistent performance reporting, and leadership across geographically dispersed teams.

In addition to his professional leadership roles, Ednel is actively involved in community service as a Board Member and Director of Operations for Guys with Ties, a philanthropic organization focused on raising funds and awareness for local charities. In this capacity, he assists with operational planning, sponsorship coordination, and partnerships with local businesses to support fundraising events and charitable initiatives.

Ednel's background reflects strong capabilities in organizational leadership, operational oversight, stakeholder coordination, and accountability skills directly applicable to serving as the executive authority and primary point of responsibility for contracts administered by Emprise Partners.



Johanne Norzelus - Chief Operating Officer

Johanne Norzelus serves as the Chief Operating Officer of Emprise Partners LLC, where she is responsible for overseeing day-to-day operations, supporting strategic planning, coordinating internal workflows, and ensuring consistent execution across projects. In this role, Johanne supports contract performance, operational efficiency, vendor coordination, and organizational compliance in alignment with client requirements.

Johanne brings extensive leadership experience across operational management, workforce supervision, and revenue-focused environments. She previously served as Director of Sales and Marketing at Watermark Retirement Communities, where she led strategic marketing initiatives, occupancy growth strategies, and community engagement efforts. In this role, she was responsible for revenue

performance, brand positioning, partnership development, and team leadership. Her work contributed to measurable growth in occupancy and revenue, and her team achieved top performance rankings within the organization, earning recognition for outstanding results.

In addition to her sales and operational leadership background, Johanne has nearly a decade of experience in senior healthcare operations, including serving as a Director of Nursing, where she managed teams of more than 50 employees. In these roles, she was responsible for staffing, scheduling, recruitment, training, regulatory compliance, budget oversight, and performance management. This experience required disciplined operational controls, adherence to regulatory standards, and consistent coordination across multidisciplinary teams.

Johanne's combined experience in operations, personnel management, compliance oversight, and performance-driven environments directly supports Emprise Partners' ability to manage complex, multi-phase projects requiring coordination of staff, subcontractors, schedules, and client stakeholders. Her leadership contributes to maintaining organizational structure, continuity, and accountability across all contracted services.

4.2 – Project Team Structure

The project will be executed through a tiered management structure designed to ensure continuity, accountability, and consistency throughout the approximately three-month phased relocation period.

Prime Contractor – Emprise Partners LLC

Emprise Partners will serve as the single point of responsibility to the City of Hollywood. The Prime team will remain consistent for the duration of the contract and will include:

- **Project Executive / Contract Authority**
Responsible for contractual compliance, executive oversight, and resolution of escalated issues. Serves as the City's executive-level point of contact.
- **Project Manager**
Responsible for day-to-day coordination of the phased move plan, scheduling with City staff, sequencing departments, coordinating escorts, and overseeing subcontractor performance.
- **Vendor & Compliance Coordinator**
Responsible for ensuring all subcontractor personnel meet background screening requirements, insurance thresholds, and security protocols prior to participation in the project.

This structure ensures that operational execution remains stable, controlled, and responsive throughout the relocation period.

4.3 – Subcontractor Utilization and Qualifications

Emprise Partners will utilize experienced, insured, and vetted moving subcontractors to perform the physical relocation activities required under this project. These subcontractors bring direct experience in

commercial and institutional moving services, including the handling of office furniture, equipment, shelving, safes, documents, and electronics.

Subcontractors will operate under the direct supervision and coordination of Emprise Partners, and will be required to:

- Comply with all City insurance requirements outlined in Section 3.17 of the RFQ
- Submit personnel for required criminal background screening prior to site access
- Adhere strictly to Police Department escort and security protocols
- Participate in phased scheduling as directed by the City and Prime Project Manager
- Utilize appropriate equipment, padding, dollies, trucks, and protective materials

Emprise Partners retains full responsibility for subcontractor performance, conduct, and compliance, consistent with Section 8.60 (Subcontractual Relations) of the solicitation.

4.4 – Experience with Secure and Phased Operations

The proposed project team is structured specifically to support:

- **Phased departmental relocations** over an extended period
- **Escorted operations** within secure facilities
- **Sensitive materials handling**, including documents, equipment, and controlled assets
- **Daily coordination with client representatives** to maintain continuity of operations

The Prime-led coordination model ensures that even as different subcontractor crews are deployed for specific phases, the City will experience consistent leadership, communication, and accountability throughout the project lifecycle.

4.5 – Commitment to Personnel Continuity

Emprise Partners is committed to maintaining consistent project leadership and oversight staff for the full duration of the contract. This continuity minimizes risk, ensures institutional knowledge is retained across phases, and provides the City with reliable points of contact throughout the relocation period.

Subcontractor personnel assignments will be managed to the extent practicable to maintain familiarity with site conditions, security protocols, and City expectations as the project progresses.

4.6 – Summary

Emprise Partners' organizational structure, prime contractor oversight model, and use of qualified subcontractors directly support the City of Hollywood's objectives for this project. The proposed team offers:

- Clear lines of responsibility

- Strong coordination and compliance controls
- Experience managing phased, secure, multi-department operations
- A disciplined approach to subcontractor oversight and accountability

This structure positions Emprise Partners to successfully deliver the Moving Services for the New Police Headquarters in accordance with the City's requirements, timeline, and security expectations.

5.0 – Approach & Methodology

5.1 – Understanding of the City's Needs and Objectives

Emprise Partners understands that the City of Hollywood requires a secure, controlled, and carefully sequenced relocation of the Hollywood Police Department from the existing headquarters at 3250 Hollywood Blvd. to the New Police Headquarters at 401 S. Park Road, with additional items relocated from 2741 Stirling Road.

The project will occur over an approximate three-month period (May–August 2026) and involves:

- Relocation of approximately 330 sworn and civilian personnel
- Movement of personal effects, banker boxes, computers, monitors, documents, and sensitive records
- Disassembly, transport, and reassembly of select furniture, shelving, televisions, safes, lockers, and specialized equipment
- Execution under continuous Police Department escort, with no overnight or offsite storage

The City's primary objectives are security, continuity of operations, schedule reliability, and minimal disruption during the phased departmental transition.

5.2 – Prime Contractor Oversight and Responsibility

Emprise Partners will serve as the prime contractor and single point of accountability for the City. Our role includes:

- Overall project coordination and phased scheduling
- Compliance with all RFQ requirements and City protocols
- Management and oversight of approved subcontractors
- Quality control, documentation, and issue resolution
- Direct coordination with City and Police Department representatives

While specialized moving labor will be performed by qualified subcontractors, Emprise Partners retains full contractual responsibility for performance, compliance, and delivery in accordance with the RFQ's subcontracting provisions.

5.3 – Subcontractor-Led Execution Strategy

To meet the scale, complexity, and security requirements of this relocation, Emprise Partners will utilize experienced moving subcontractors operating under direct prime oversight.

Subcontractor responsibilities will include:

- Packing and labeling of banker boxes and office contents
- Disassembly, protection, transport, and reassembly of furniture and shelving
- Secure handling of televisions, electronics, safes, and specialty equipment
- Same-day transport and unloading at destination facilities
- Strict adherence to Police Department escort and access controls

All subcontractors will:

- Meet or exceed the insurance requirements outlined in Section 3.17
- Submit personnel for required criminal background checks
- Operate only under City-approved schedules and supervision

5.4 – Phased Move Planning and Coordination

Emprise Partners will work collaboratively with City staff to support the department-by-department phased move plan, recognizing that:

- Departments may require partial-week or intermittent move days
- Moving crews must remain available throughout the full project duration
- Adherence to the phased schedule is essential to operational continuity

Our approach includes:

- Advance coordination for each departmental move
- Staffing levels adjusted to actual scope per phase
- Flexibility to support intermittent workdays without disrupting the overall schedule
- Ongoing communication with City representatives to address schedule refinements

5.5 – Asset-Specific Handling and Logistics

Based on the City's reuse inventories, the move includes varied asset types such as:

- Televisions of multiple sizes and manufacturers
- Metal shelving, filing systems, and storage units

- Office desks, conference furniture, and cabinets
- Safes, lockers, and secure storage components

Subcontractors will use appropriate padding, dollies, lift equipment, and protective materials, and will disassemble and reassemble items as required to ensure safe transport and proper placement within the new facility.

5.6 – Security, Chain-of-Custody, and Compliance

Security is integral to every phase of execution. Emprise Partners’ approach strictly complies with City requirements:

- All moving personnel escorted by Police Department staff at all times
- No unsupervised access to secure areas
- No offsite or overnight storage of materials
- Direct, same-day transport from origin to destination
- Continuous accountability for items in transit

Documentation and oversight procedures will support chain-of-custody integrity throughout the project.

5.7 – Quality Control and Risk Management

Emprise Partners will implement a prime-level quality control process, including:

- Pre-move confirmation of departmental inventories
- On-site supervision during move activities
- Post-move verification that items are placed per City direction
- Immediate escalation and resolution of discrepancies

Risk mitigation focuses on schedule adherence, asset protection, personnel vetting, and communication clarity.

5.8 – Collaboration and Responsiveness

Emprise Partners recognizes that final move planning is ongoing and commits to a collaborative, flexible execution approach. We will adapt staffing and sequencing as schedules are finalized, ensuring alignment with the City’s operational needs.

Our role is to support and execute the City’s plan, delivering a secure, orderly, and professionally managed transition into the New Police Headquarters.

VENDOR REFERENCE FORM

City of Hollywood Solicitation #: RFQ (Non CCNA)-367-26-JJ
 Reference for: Emprise Partners LLC

Organization/Firm Name providing reference: Soho and Suffolk

Organization/Firm Contact Name:	<u>Sandy Jean-Louis</u>	Title:	<u>Owner/Operator</u>
Email:	<u>ms.sandyjl@gmail.com</u>	Phone:	<u>347.866.2704</u>
Name of Referenced Project:	<u>Facility support</u>	Contract No:	<u>N/A</u>
Date Services were provided:	<u>06/2019 - 04/2025</u>	Project Amount:	<u>\$146,000</u>

Referenced Vendor's role in Project: Prime Vendor Subcontractor/
 Subconsultant

Would you use the Vendor again? Yes No. Please specify in additional comments

Description of services provided by Vendor (provide additional sheet if necessary):

Emprise Partners was able to provide us with a janitorial company and moving company that was able to assist our events venue for the past 6 years. They served as a Prime Contractor and was always response when needed or when an issue arised.

Would definitely utilize their services in the near future.

Please rate your experience with the Vendor	Need Improvement	Satisfactory	Excellent	Not Applicable
Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Staff turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Timeliness/Cost Control of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments (provide additional sheet if necessary):

****THIS SECTION FOR CITY USE ONLY****						
Verified via:	Email:	<input type="checkbox"/>	Verbal:	<input type="checkbox"/>	Mail:	<input type="checkbox"/>
Verified by:	Name:				Title:	
	Department:				Date:	

STATEMENT OF QUALIFICATION CERTIFICATION

Please Note: All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) Emprise Partners LLC

Name/Principal/Project Manager: Ednel Saint Jean

Address: 2257 Ficus Aly

City: Apopka State: FL Zip: 32703

Telephone No. 321.414.8926 ext. 101 FEIN/Tax ID No. 86-2311562 Email: e.saintjean@emprise-partners.com

Does your firm qualify for MBE or WBE status: MBE N/A WBE N/A

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. If this section does not apply to your bid/proposal, simply mark N/A. **If submitting your response electronically through BIDSINC you must click the exception link if any variation or exception is taken to the specifications, terms and conditions.**

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed bid/proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, hereby agrees that in no event shall the City's liability for respondent's indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of five hundred dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

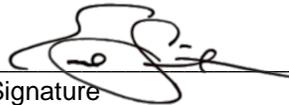
Submitted by:

Ednel Saint Jean

Name (printed)

01/15/2026

Date: Title



Signature

President & CEO