

**Moving Solutions Experts, LLC.**

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**MOVING SERVICES FOR THE NEW POLICE HEADQUARTERS**

City of Hollywood, Florida

Project ID: RFQ (Non CCNA)-367-26-JJ

**Submitted by:** Moving Solutions Experts, LLC

**Primary Contact:** Warren Wagner

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**Date:** 01/15/2026

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**1. EXECUTIVE SUMMARY**

Moving Solutions Experts (MSE) submits this response to the City of Hollywood's Request for Qualifications for Moving Services in support of the phased relocation of the Hollywood Police Department from the existing headquarters at 3250 Hollywood Blvd. to the new Police Headquarters facility at 401 S. Park Road, Hollywood, Florida.

This project involves a multi-month, department-by-department relocation of personnel, office contents, select furniture, shelving, safes, televisions, and equipment. The work will be coordinated closely with City and Police Department staff and conducted within active, secure facilities.

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**2. PROJECT PARAMETERS AND CONSTRAINTS**

Based on the RFQ documents and City responses, the following parameters define the work:

- The relocation will occur over approximately **May through August 2026**, with moves phased by department.
- Moves are anticipated to occur **Monday through Friday, 0800–1600 hours**.
- Moving personnel will be **escorted by Police Department staff at all times**.
- City will be responsible for **packing items for the move**.
- City staff will be responsible for **disconnecting and reconnecting computers, monitors, and televisions**.

- All moving personnel must provide **government-issued identification** and undergo **NCIC/FCIC background checks**, with approximately **two weeks' lead time** prior to mobilization.
- The list of items to be moved is **still in progress**; inventories provided in the attachments are **representative examples**, not a final or complete scope.
- City anticipates finalizing the phased move plan by **March 1, 2026**.
- Following qualification, the City intends to **negotiate pricing and execute a contract with the highest-ranked vendor**.

These parameters are incorporated into our approach below.

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### 3. FIRM QUALIFICATIONS AND RELEVANT EXPERIENCE

Moving Solutions Experts has deep experience supporting phased office relocations that require coordination with client staff, controlled access, and careful handling of furniture, records, and equipment within occupied facilities.

References:

**Florida Dept. of Revenue**

Jerry Moshood, Administrator  
(305) 407-5544 / [jerry.moshood@floridarevenue.com](mailto:jerry.moshood@floridarevenue.com)

**South Carolina Headquarters of the Highway Patrol, Charleston, SC**

Ben Hutto, Logistics Manager  
(803) 318-4440 / [benjaminhutto@scdps.gov](mailto:benjaminhutto@scdps.gov)

**Palm Beach County School Board**

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### 4. APPROACH TO PHASED MOVE EXECUTION

Our approach is designed to operate effectively within the City's phased schedule and security requirements while allowing flexibility as planning details are finalized.

Key elements of our approach include:

- **Advance coordination** prior to each departmental move to confirm scope, access, escorts, and daily priorities.
- **Structured daily execution**, maintaining steady progress within the approved work window.
- **Clear communication** with City and Police Department representatives throughout each move phase.

- **Flexibility** to accommodate refinements to inventories or sequencing as the City's planning progresses.
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## 5. DAILY COORDINATION AND ISSUE RESOLUTION

For each move day, we follow a consistent operational cadence:

- Start-of-day coordination with the designated City/Police Department point of contact and escort lead.
- Confirmation of the day's scope, access routes, and restrictions.
- Immediate communication of issues, constraints, or deviations from plan.
- End-of-day closeout summarizing completed work, outstanding items, and readiness for the next move day.

This structure supports predictability and minimizes disruption to Police Department operations.

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## 6. ITEMS ANTICIPATED FOR TRANSPORT (REPRESENTATIVE EXAMPLES)

Based on the materials provided, the relocation is anticipated to involve:

- Office contents and boxed personal effects for approximately **330 sworn and civilian staff**, generally two banker's boxes per person.
- Select furniture, desks, shelving systems, filing cabinets, and storage units as identified in the provided inventories.
- Approximately **40 televisions** of varying sizes.
- Safes and specialized equipment, including several large gun safes and medium safes, noting that some items may ultimately not be moved.

Final quantities and sequencing will be coordinated once the City issues the finalized phased move plan.

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## 7. ROLES AND RESPONSIBILITIES

Consistent with the RFQ and Q&A:

- **City** will pack items for the move.
  - **City IT staff** will disconnect and reconnect computers, monitors, and televisions.
  - **Disposal, recycling, and surplus handling** will be managed by City.
  - **Contractor** will be responsible for coordinated transport and placement of items per the phased plan and under Police Department escort.
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## **8. AVAILABILITY**

Moving Solutions Experts is available to support City throughout the anticipated May–August 2026 relocation period during the City’s stated weekday operating hours.

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## **9. CLOSING**

We appreciate the opportunity to be considered for this project and are prepared to work collaboratively with City and Police Department staff to support a smooth, phased transition into the new Police Headquarters facility.

Respectfully submitted,

Warren Wagner  
General Manager  
Moving Solutions Experts, LLC

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### **STAFFING & EXECUTION PLAN**

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#### **A. Operating Assumptions (Based on City Information)**

- Work window: **Monday–Friday, 0800–1600**
  - Secure environment with escorts at all times
  - City-packed boxes; City IT handles disconnect/reconnect
  - Phased department moves over approximately **12 weeks**
  - Background checks require **~2 weeks' lead time**
  - Inventory will evolve during planning
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#### **B. Staffing Structure (Per Move Day)**

##### **1. On-Site Leadership**

- **Move Lead / Foreman (1)**

Single point of contact for City and Police Department staff; responsible for daily coordination, safety, and progress.

## 2. General Move Crew

- **Office Contents Crew** – [TBD]

Handles boxed contents, monitors, peripherals, small equipment, and general office items.

## 3. Furniture / Heavy Items Crew

- **Furniture & Specialty Crew** – [TBD]

Handles desks, returns, shelving systems, filing cabinets, safes, and conference furniture.

## 4. Floater / Support

- **Support Mover(s)** – [TBD]

Assists where bottlenecks arise, stages carts, and supports escorts.

*(Crew sizes intentionally flexible to scale by department size.)*

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## C. Background Check & Personnel Readiness Plan

- **4 weeks prior to a phase:** Identify anticipated crew members.
- **2+ weeks prior:** Submit government IDs for NCIC/FCIC checks.
- **1 week prior:** Lock roster for that phase; no substitutions unless cleared.
- **Move week:** Only approved personnel on site.

This avoids delays caused by unapproved labor.

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## D. Weekly Phase Execution Template

Each department move follows a repeatable weekly structure:

### Monday

- Department kickoff
- Primary box moves
- Initial workstation contents

### Tuesday

- Furniture, desks, returns, shelving
- Conference room items

## **Wednesday**

- Remaining office contents
- Heavy or specialty items scheduled for that department

## **Thursday**

- Punch list
- Repositions and exceptions
- Items deferred earlier in the week

## **Friday**

- Final closeout for the department
  - Confirmation of completion
  - Prep staging for next department
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## **E. Daily Move-Day Flow**

- **0800–0815:** Escort check-in; confirm scope and access
  - **0815–1130:** Primary move operations
  - **1130–1200:** Mid-day status check
  - **1200–1500:** Continued moves and placements
  - **1500–1600:** Closeout, documentation, next-day readiness
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## **F. Heavy Items & Safes**

- Safes and large filing systems scheduled on designated days.
  - Proper equipment staged in advance.
  - Access routes confirmed with escorts prior to movement.
  - Adjustments made if City determines certain safes will not be moved.
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## **G. Risk Controls**

- No unvetted personnel on site
- Daily communication loop with City/PD
- Flexible staffing to absorb scope changes
- Clear end-of-day accountability