

City of Hollywood Florida - Request For Qualification

RFQ (Non CCNA)-367-26-JJ

Moving Services for the New Police Headquarters

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1.00 Executive Summary

Coleman American Moving Services, Inc. is pleased to submit this response to the **City of Hollywood, Florida** for the relocation services supporting the **Hollywood Police Department**. With more than a century of experience providing commercial, municipal, and government relocation services, Coleman brings the organizational depth, project management discipline, and operational controls required to successfully execute a complex public-safety relocation.

This proposal reflects Coleman's understanding of the operational sensitivity of police department relocations and outlines a structured, secure, and phased approach designed to support continuity of operations while minimizing disruption to essential law-enforcement services.

1.1 Overview of Firm

Founded in **1914**, Coleman American Moving Services, Inc. is a nationally established relocation and logistics firm with extensive experience supporting public-sector clients. The company operates a nationwide platform supported by **62 company-owned service locations**, providing consistent service standards while maintaining strong local operational control.

Coleman's core services include commercial office relocations, municipal and government facility relocations, and specialized projects for law-enforcement and public-safety agencies. The firm's longevity and organizational stability reflect a sustained commitment to quality, safety, and accountability.

1.2 Understanding of the Hollywood Police Department Relocation

Coleman understands that the Hollywood Police Department relocation involves more than the physical movement of furniture and equipment. The project requires careful coordination, secure handling of sensitive materials, and execution within an active public-safety environment.

Key considerations include:

- Maintaining **continuity of operations**
- Coordinating work within **occupied and controlled facilities**
- Protecting **records, equipment, and sensitive areas**
- Adhering to **strict schedules and access protocols**

Coleman's approach is structured to align with HPD operational priorities, providing a phased and controlled relocation plan that supports mission-critical functions throughout the project lifecycle.

1.3 Key Value Differentiators

Coleman offers several key strengths that distinguish the firm for this project:

Proven Public-Sector Experience

Extensive experience with municipal, government, and law-enforcement relocations.

Organizational Depth and Stability

More than 100 years of continuous operation and a nationwide network of owned locations.

Disciplined Project Management

Dedicated project management, clear chains of command, and documented communication protocols.

Security-Focused Operations

Procedures designed for controlled access, chain-of-custody awareness, and protection of sensitive materials.

Flexible, Scalable Resources

Ability to adjust staffing, equipment, and sequencing to meet project phasing and schedule requirements.

1.4 Authorized Representatives

The following individuals are authorized to represent Coleman American Moving Services, Inc. for purposes of this proposal and any subsequent contract negotiations:

Christopher Richter

Mike Coleman

Martin Vah

Keith Turner

Each authorized representative has the authority to commit company resources and respond to contractual, operational, and administrative matters related to this project.

2.00 Organizational Profile

(Who Coleman is as a company)

Coleman American Moving Services, Inc. is a nationally established relocation and logistics firm with more than a century of experience supporting commercial, municipal, and government clients. The company's organizational depth, geographic footprint, and disciplined operating structure enable Coleman to successfully execute complex, multi-phase relocation projects, including those involving public-safety and law-enforcement facilities.

2.1 Company Background (Founded 1914)

Coleman was founded in **1914** and has continuously operated as a professional moving and relocation services provider for over a century. Throughout its history, the company has evolved to meet the changing needs of institutional and public-sector clients while maintaining consistent service standards and operational discipline.

Coleman's **core lines of business** include commercial office relocations, municipal and government facility relocations, and specialized projects for law-enforcement and public-safety agencies. These services include planning, packing, transport, installation, and project management for occupied and mission-critical facilities.

The firm's longevity reflects **organizational stability**, financial strength, and a sustained commitment to operational excellence. Coleman's public-sector experience is focused on projects that require secure handling, precise coordination, and continuity-of-operations planning.

2.2 Corporate Structure and Ownership

The legal company name is **Coleman American Moving Services, Inc.** The company is **privately held**, providing stability, continuity of leadership, and long-term strategic focus.

Coleman operates through a network of company-owned service centers. Where applicable, affiliated entities support regional operations while maintaining consistent corporate governance and operational standards.

The company's **corporate headquarters** provides executive oversight, administrative support, and operational governance for all service centers. Coleman has full **authority to contract and execute work** in accordance with applicable federal, state, and local requirements.

2.00 Organizational Profile

(Who Coleman is as a company)

2.3 Nationwide Capabilities

Coleman maintains a **nationwide operational footprint** supported by owned locations, trained personnel, and dedicated equipment. This platform enables the company to support relocations of varying size and complexity across multiple jurisdictions.

The firm has demonstrated the ability to manage **multi-phase and large-scale relocations**, including projects requiring sequencing, after-hours operations, and coordination with multiple stakeholders.

Coleman utilizes **standardized operating procedures** across all locations to ensure consistent quality, safety, and compliance regardless of project location.

2.3.1 62 Brick-and-Mortar Operations

Coleman operates **62 brick-and-mortar locations** across the United States. These company-owned facilities serve as operational hubs, providing labor, supervision, fleet resources, and warehouse space.

Local service centers play a critical role in project execution by supplying trained crews, supervisory personnel, and equipment familiar with regional requirements.

Coleman maintains **fleet ownership and warehousing capabilities** to support secure transport, staging, and temporary storage as required by project scope.

2.3.2 Florida & Southeast Coverage

Coleman maintains operational coverage throughout **Florida and the Southeast**, enabling responsive service for municipal and law-enforcement clients in the region.

Florida servicing locations are supported by additional Southeast service centers, allowing Coleman to scale staffing and equipment resources as project demands require.

This regional network provides **rapid-response staffing and equipment availability**, ensuring schedule reliability and operational flexibility.

2.4 Experience with Law Enforcement & Government Relocations

2.00 Organizational Profile

(Who Coleman is as a company)

Coleman has extensive experience supporting **law-enforcement agencies and public-sector organizations**, including police departments, municipal governments, and other public-safety entities.

The company's procedures address the **secure handling of evidence, records, and sensitive equipment**, with an emphasis on controlled access and accountability.

Coleman implements **chain-of-custody and access controls** appropriate to the project environment and client requirements, ensuring protection of sensitive materials throughout the relocation process.

The firm's experience includes projects requiring **continuity-of-operations**, phased execution, and coordination within occupied facilities to minimize disruption to essential services.

2.5 Relevant Project Experience Summary

Coleman's project experience includes a broad range of **municipal and government relocations** comparable in complexity and operational sensitivity to the Hollywood Police Department relocation.

High-level summaries of relevant projects demonstrate experience with:

- Public-sector facilities
- Law-enforcement and public-safety environments
- Occupied buildings and phased move schedules

Detailed project descriptions and reference contact information are provided in **Section 5 – References / Past Performance**.

3.00 Firm Qualifications & Relevant Experience

(Why Coleman is qualified to perform this work)

Coleman American Moving Services, Inc. possesses the organizational depth, management structure, and trained workforce necessary to successfully perform complex, mission-critical relocations for public-sector clients. The firm's qualifications are supported by a clear organizational framework, experienced project leadership, disciplined supervision, and a workforce trained to operate in secure and controlled environments such as police facilities.

3.1 Organizational Chart

Coleman maintains a clearly defined organizational structure at both the corporate and project levels to ensure accountability, efficient communication, and effective execution.

At the corporate level, executive leadership provides oversight, resources, and strategic direction. At the project level, a dedicated Project Manager and On-Site Supervisor are assigned to manage day-to-day operations and serve as the primary points of contact for the Hollywood Police Department and City representatives.

Reporting relationships are structured to provide direct lines of authority from field operations to senior management, enabling rapid decision-making and issue resolution. Key management roles include executive oversight, project management, on-site supervision, and crew leadership.

3.2 Project Management Structure

Coleman's project management structure is designed to support detailed planning, controlled execution, and

Project Manager Responsibilities include:

- Overall project planning and scheduling
- Coordination of labor, equipment, and logistics
- Primary liaison with HPD and City representatives
- Oversight of compliance, quality, and safety

Communication Protocols are established at the outset of the project and include scheduled planning meetings, daily coordination during active move phases, and documented status updates.

Coordination with HPD and City Representatives is maintained through designated points of contact to manage access, sequencing, security requirements, and schedule adjustments.

3.00 Firm Qualifications & Relevant Experience

(Why Coleman is qualified to perform this work)

Escalation Procedures ensure that issues requiring management attention are promptly elevated from the on-site supervisor to the Project Manager and, if necessary, to senior leadership for resolution.

3.3 Key Personnel Qualifications

Coleman assigns experienced personnel with relevant project backgrounds to public-sector and law-enforcement relocations.

Key Staff Bios summarize each individual's role, experience, and tenure with Coleman. Assigned personnel have direct experience supporting municipal and government clients, including projects involving occupied facilities, sensitive materials, and phased execution.

Relevant Experience includes relocation projects comparable in size, complexity, and operational sensitivity to the Hollywood Police Department relocation.

Certifications and Tenure reflect long-term employment, supervisory experience, and completion of internal training programs. Roles and responsibilities are clearly defined to ensure accountability at every level of the project team.

- Background checks and badging
- Drug screening (if applicable)

3.6 Subcontractors

- Use of subcontractors (if any)
- Vetting and qualification process
- Supervision and accountability
- Compliance with project requirements

3.4 On-Site Supervision & Chain of Command

Coleman assigns an **On-Site Supervisor** who is present during move operations and is responsible for directing daily activities, supervising crews, and ensuring adherence to project requirements.

The On-Site Supervisor has authority during execution to:

- Assign labor and equipment
- Adjust sequencing as conditions require
- Enforce safety, security, and quality standards

A defined **decision-making hierarchy** ensures that operational decisions are handled at the appropriate level while allowing escalation to the Project Manager when necessary.

3.00 Firm Qualifications & Relevant Experience

(Why Coleman is qualified to perform this work)

Daily Reporting and Documentation include activity summaries, progress tracking, issue documentation, and confirmation of completed work, providing transparency and accountability throughout the project.

3.5 Labor Force, Training and Background Screening

Coleman utilizes a trained labor force capable of performing work in secure and controlled environments.

Employee vs. Subcontract Labor Usage

Coleman primarily utilizes its own trained employees. If subcontract labor is required, all personnel are subject to the same standards, supervision, and compliance requirements as Coleman employees.

Training Programs include instruction in packing, handling, equipment operation, and project-specific procedures.

Safety Training is mandatory for all personnel and emphasizes injury prevention, proper lifting techniques, equipment safety, and situational awareness.

Background Checks and Badging are conducted as required by the project. Coleman complies with all client-specified access, identification, and credentialing requirements.

Drug Screening is conducted in accordance with company policy and project requirements, where applicable.

3.6 Subcontractors

If subcontractors are utilized, Coleman maintains full responsibility for their performance and compliance.

Vetting and Qualification Process includes verification of experience, licensing, insurance, and adherence to project requirements.

Supervision and Accountability are maintained through direct oversight by Coleman management and on-site supervision.

Compliance with Project Requirements is mandatory for all subcontractors, including security protocols, safety standards, and operational procedures.

4.00 Project Team & Management Structures

4.1 Project Team Composition

Coleman will assign a dedicated project team to support the Hollywood Police Department relocation. The project team will be structured to ensure clear lines of authority, consistent on-site supervision, and direct coordination with HPD representatives throughout all phases of the move.

The core project team will include:

Project Manager – Responsible for overall planning, coordination, scheduling, and communication with HPD and City representatives.

On-Site Supervisor – Present during move operations to manage daily execution, supervise crews, and ensure compliance with project requirements.

Crew Leads – Assigned to individual work areas or phases of the move to direct moving personnel, monitor productivity, and ensure adherence to security and handling protocols.

Support Personnel – Trained moving staff responsible for packing, transport, setup, and specialized handling tasks under the direction of crew leads and on-site supervision.

This structure ensures operational control while allowing flexibility to scale staffing based on project phasing and workload.

4.2 Roles and Responsibilities

Each role within the project team has clearly defined responsibilities to maintain accountability and efficient decision-making.

Project Manager

- Primary point of contact for HPD
- Oversees schedule, staffing, and logistics
- Resolves escalated issues and approves adjustments

On-Site Supervisor

- Directs daily operations
- Enforces safety, security, and quality standards
- Coordinates real-time activities with HPD personnel

Crew Leads

- Manage assigned crews and work areas

4.00 Project Team & Management Structures

- Ensure proper handling, labeling, and placement of items
- Report progress and issues to on-site supervision

Support Personnel

- Execute assigned moving tasks
- Follow security and access protocols
- Immediately report issues or discrepancies

Authority Levels:

The Project Manager retains overall authority for the project. The On-Site Supervisor has authority over daily operations and crew assignments. Crew Leads manage task-level execution. This hierarchy ensures timely decisions while maintaining clear accountability.

Interface with HPD Personnel:

Coleman's Project Manager and On-Site Supervisor will interface directly with designated HPD representatives to coordinate access, scheduling, security requirements, and sequencing of sensitive areas.

4.3 Communication and Reporting

Effective communication is critical to maintaining continuity of operations during a police department relocation. Coleman will implement structured communication protocols throughout the project.

Meeting Cadence

- Pre-move planning meetings
- Daily coordination meetings during active move phases
- Post-phase or post-move reviews as needed

Daily / Weekly Reporting

- Daily status updates during move execution
- Progress tracking against schedule
- Identification of completed and upcoming activities

Issue Tracking and Resolution

- Immediate documentation of issues
- Escalation to the Project Manager when required
- Resolution tracking through completion

All communication will be documented to ensure transparency and accountability.

4.00 Project Team & Management Structures

4.4 Quality Control & Oversight

Coleman maintains formal quality control procedures to ensure work is performed in accordance with project requirements and industry best practices.

Quality Assurance Procedures

- Pre-move planning and verification
- Supervised packing and handling
- Controlled unloading and placement

Inspection and Sign-Off Processes

- Area-by-area completion checks
- Verification with HPD representatives as required
- Confirmation of correct placement and condition

Issue Correction Procedures

- Immediate corrective action when issues are identified
- Documentation of corrective measures
- Follow-up verification to confirm resolution

4.5 Risk Management & Contingency Planning

Coleman proactively manages risk to minimize disruption to HPD operations.

Risk Identification

- Review of access restrictions and security requirements
- Identification of critical operational areas
- Assessment of scheduling and logistical constraints

Contingency Staffing

- Ability to add personnel as needed
- Backup supervisory staff available

Equipment Redundancy

- Availability of additional trucks and equipment
- Replacement equipment on standby if required

Schedule Recovery Strategies

- Adjusted staffing levels
- Extended work hours if authorized
- Re-sequencing of work to maintain critical timelines

4.00 Project Team & Management Structures

These measures ensure that Coleman can respond effectively to unforeseen conditions while maintaining project momentum and operational integrity.

5.00 Approach to Scope of Work

Coleman American Moving Services, Inc. will perform the Hollywood Police Department relocation using a structured, security-conscious approach designed to maintain operational continuity, protect sensitive assets, and minimize disruption to law-enforcement activities. The approach emphasizes advance planning, phased execution, controlled handling procedures, and continuous coordination with HPD and City representatives.

5.1 Pre-Move Planning & Coordination

Coleman will initiate the project with detailed pre-move planning and coordination meetings with designated HPD and City representatives. This planning phase establishes clear expectations and ensures alignment on scope, sequencing, access requirements, and operational constraints.

Pre-move planning activities include:

- Review of floor plans and move phasing requirements
- Identification of secure, restricted, and high-priority areas
- Confirmation of access protocols and authorized personnel
- Development of detailed move schedules and staffing plans

This process ensures that all work is coordinated prior to mobilization and executed in accordance with HPD operational priorities.

5.2 Phasing and Continuity of Operations

Coleman understands that HPD operations must remain functional throughout the relocation. The project will be executed in clearly defined phases to support continuity of operations.

Phasing strategies may include:

- Functional or department-based sequencing
- Work within occupied facilities
- Adjusted schedules to avoid peak operational periods

Each phase will be reviewed and approved in advance to ensure critical police functions remain uninterrupted.

5.3 Secure Handling of Police Equipment, Records, and Evidence

5.00 Approach to Scope of Work

Coleman will follow controlled procedures appropriate for the relocation of police equipment, records, and other sensitive materials. All work will be performed under HPD direction and in accordance with established access and security protocols.

Security-focused measures include:

Restricted access to designated areas

Supervised packing and transport activities

Coordination with HPD personnel regarding handling requirements

Coleman does not access or manage evidence contents and performs relocation services only as directed by HPD.

5.4 Furniture, IT, and Specialized Equipment Relocation

Coleman will relocate furniture, workstations, IT equipment, and specialized items in accordance with project requirements and manufacturer guidelines.

Services include:

Disassembly and reassembly of modular furniture systems

Coordination with HPD or third-party IT providers for technology relocations

Specialized handling of sensitive or high-value equipment

Items will be placed according to approved floor plans and HPD direction.

5.5 Packing, Labeling, and Inventory Control

Coleman employs systematic packing and labeling procedures to maintain accuracy and accountability throughout the move.

Key elements include:

Clearly labeled cartons and furniture tags

Area-specific labeling or color coding, as required

Inventory tracking for major assets and sensitive areas

5.00 Approach to Scope of Work

These controls support efficient unpacking and accurate placement at the destination.

5.6 Scheduling & After-Hours Operations

Coleman recognizes that portions of the relocation may need to occur outside normal business hours to minimize disruption to police operations.

Scheduling considerations include:

- Evening, overnight, or weekend work as authorized
- Coordination with HPD to align with operational priorities
- Staffing plans adjusted to meet approved schedules

All work will be performed in accordance with approved schedules and access protocols.

5.7 Quality Control & Risk Mitigation

Quality control and risk mitigation are integrated into every phase of the relocation.

Coleman's approach includes:

- On-site supervision and management oversight
- Area-by-area completion verification
- Immediate corrective action when issues are identified

Risk mitigation strategies include contingency staffing, equipment availability, and schedule adjustments to address unforeseen conditions while maintaining project momentum.

5.6 Scheduling & After-Hours Operations

Coleman recognizes that certain relocation activities may need to occur outside normal business hours to minimize operational disruption.

Scheduling considerations include:

- Evening, overnight, or weekend work as authorized
- Coordination with HPD to align with operational needs

5.00 Approach to Scope of Work

Adjusted staffing levels to support approved schedules

All work will be performed in accordance with approved access and scheduling requirements.

5.7 Quality Control & Risk Mitigation

Quality control and risk mitigation are integrated into every phase of the project.

Coleman's approach includes:

Continuous on-site supervision

Area-by-area completion verification

Immediate corrective action when issues are identified

Risk mitigation measures include contingency staffing, equipment availability, and schedule adjustments to address unforeseen conditions while maintaining project momentum.

6.00 References / Past Performance

Coleman American Moving Services, Inc. has successfully completed numerous municipal, government, and public-safety relocation projects comparable in scope and complexity to the Hollywood Police Department relocation. These projects demonstrate Coleman’s ability to perform work in occupied facilities, coordinate with multiple stakeholders, and maintain continuity of operations for mission-critical public services.

Representative project experience is summarized below. Detailed reference forms and contact information are provided in **Appendix C**.

6.1 Municipal & Government References

Coleman has extensive experience supporting municipal and government entities across the United States. These projects have involved administrative offices, public facilities, and operational departments requiring careful planning and controlled execution.

Municipal and government clients have relied on Coleman for:

- Phased relocations

- Occupied facility moves

- Coordination with city and county stakeholders

- Schedule-driven execution

These engagements reflect Coleman’s ability to meet public-sector expectations for accountability, transparency, and professionalism.

6.2 Law Enforcement & Public Safety Projects

Coleman has performed relocation services for law-enforcement agencies and public-safety organizations, including police departments and related government entities.

Projects in this category required:

- Secure handling of equipment and records

- Controlled access to restricted areas

- Close coordination with agency leadership

- Adherence to established security protocols

6.00 References / Past Performance

Coleman's experience in public-safety environments demonstrates an understanding of operational sensitivity and the importance of maintaining uninterrupted services.

6.3 Comparable Facility Relocations

Coleman's past performance includes relocations comparable in size, complexity, and operational constraints to the Hollywood Police Department project.

Comparable projects have included:

- Large office and departmental relocations

- Multi-phase and sequenced moves

- Projects conducted within active, occupied facilities

- Relocations requiring after-hours or weekend work

These projects highlight Coleman's ability to adapt resources, staffing, and schedules to meet client-specific requirements.

6.4 Reference Contact Information

Complete reference contact information, including client name, project description, dates of service, and contact details, is provided in **Appendix C – Reference Forms**.

All references are available to verify Coleman's performance, professionalism, and ability to successfully execute public-sector relocation projects.

7.0 Compliance & Certification

Coleman American Moving Services, Inc. affirms its compliance with all applicable requirements of the City of Hollywood, Florida, and certifies that the information and documents submitted with this proposal are accurate, complete, and provided in good faith. All required certifications, registrations, and supporting documentation are included or referenced in this section.

7.1 Statement of Qualification Certification

Coleman American Moving Services, Inc. has completed and executed the **Statement of Qualification Certification** as required by the solicitation. The signed certification form is included with this proposal and affirms the firm's agreement to comply with all specifications, terms, and conditions of the Request for Qualifications.

The certification has been executed by an authorized company representative with authority to bind the firm contractually.

7.2 Licenses & Business Registration

Coleman American Moving Services, Inc. is properly licensed and registered to conduct business in accordance with applicable federal, state, and local requirements. The firm maintains all licenses and registrations necessary to perform the services described in the scope of work.

Should any project-specific licensing or registration requirements be identified by the City or Hollywood Police Department, Coleman will comply with such requirements prior to commencement of work.

7.3 Insurance Certificates

Coleman maintains insurance coverage consistent with industry standards and public-sector contracting requirements. Required insurance certificates are included with this proposal or will be provided upon request.

All insurance policies will remain in force for the duration of the contract and will name the City of Hollywood as additionally insured where required.

7.4 Minority / Women Business Status

Coleman American Moving Services, Inc. does not qualify as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE). This designation does not apply to the firm for this solicitation.

7.5 Exceptions or Variances

Coleman American Moving Services, Inc. takes **no exceptions or variances** to the specifications, terms, or conditions set forth in this Request for Qualifications.

7.0 Compliance & Certification

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) Coleman American Moving Services, Inc.

Name/Principal/Project Manager: Michael D. Coleman - Vice President

Address: 2405 College Avenue., Unit 109

City: Davie State: Florida Zip: 33317

Telephone No. 913-602-1662 FEIN/Tax ID No. 63-0419836 Email: Mike.coleman@colemanallied.com

Does your firm qualify for MBE or WBE status: MBE WBE NO

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 BIDSYNC you must click the exception link if any variation or exception is taken to the specifications, terms and conditions.**

None

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:

Michael D. Coleman
Name (printed)

January 15, 2026 - Vice President
Date: Title


Signature

