



## **Cover Letter Moving Services Proposal Hollywood Police Department**

December 3, 2025

To Whom It May Concern,

College Hunks Hauling Junk & Moving – North Miami Beach is pleased to submit our proposal to provide professional, secure, and fully managed moving services for the Hollywood Police Department as it transitions from its current facility to the new Police Headquarters. Our team specializes in complex, multi-phase government and law enforcement relocations requiring strict chain of custody, background checked personnel, and precise coordination.

We understand the Department's phased schedule running from May through August 2026, as well as the need for flexibility, intermittent moving days, and the relocation of sensitive equipment, files, safes, and office furniture. Our proposal reflects our commitment to delivering a seamless and secure relocation that minimizes disruption while ensuring operational continuity.

Thank you for the opportunity to participate in this important project. We look forward to working closely with the City of Hollywood and the Hollywood Police Department throughout the planning and execution process.

Sincerely,

**Steven Sanford**

Owner, College Hunks Hauling Junk & Moving – North Miami Beach

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## Proposal for Moving Services – Hollywood Police Department

### 1. Executive Summary

College Hunks Hauling Junk & Moving – North Miami Beach is prepared to support the Hollywood Police Department's relocation to the new Headquarters facility. Our team brings extensive experience executing complex municipal, law enforcement, and secure facility relocations, including sensitive documents, equipment, computers, safes, shelving systems, and departmental assets. We will work seamlessly within the planned phased move schedule from May–August 2026.

### 2. Company Qualifications

- Prior experience with secure and sensitive relocations
- Background checked moving personnel
- Full insurance coverage meeting City requirements
- Expertise handling electronics, files, safes, and specialty items
- Strict chain of custody and escorted access procedures

### 3. Staffing & Resources

- 6 professional movers (team rate: \$329/hour)
- Trucks, dollies, carts, padding, blankets, shrink wrap included
- Furniture disassembly/reassembly included
- Full labeling and departmental tagging systems

This staffing level ensures efficient movement of all personnel items, furniture, and equipment while maintaining flexibility across the multi month phased plan.

### 4. Scope of Work

College Hunks will relocate: personal items, computers, monitors, files, departmental equipment, locker sets, filing systems, safes, and select furniture. Moves include the main HQ at 3250 Hollywood Blvd. and the offsite office at 2741 Stirling Road, with all items delivered same day to the new facility at 401 S. Park Road.

All movers will remain escorted by Police Department staff at all times.

## **5. Schedule & Timeline**

College Hunks will be fully available throughout May–August 2026. Each week, a different department or division will move according to the phased plan. Some departments may require one full day; others may require multiple days. We will adapt to intermittent days as needed.

## **6. Pricing & Estimated Cost (Option B – Standard/Realistic)**

Hourly Rate (Team of 6 Movers): \$329/hr

Estimated Total Hours: 180–225 hours

**Estimated Cost Range: \$59,220 – \$74,025**

The City will only be billed for actual hours used, ensuring flexibility and transparency throughout the multi month process.

## **7. Insurance & Compliance**

College Hunks maintains all required insurance and will provide COIs upon request. All staff will undergo and pass the required criminal background checks before assignment to this project.

## **8. Conclusion**

We appreciate the opportunity to submit this proposal and look forward to supporting the Hollywood Police Department during this important transition.

### **Submitted by:**

#### **Steven Sanford**

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