

Comprenew RFP No. 25-49 – Sustainable IT Management and Electronic Collection Events

Request for Proposal: City of Ann Arbor

Project: Electronics Recycling & Secure Asset Management Services

Organization Information

Organization Name: Comprenew

Corporate Headquarters:

Comprenew
629 Ionia Ave SW
Grand Rapids, MI 49503

Branch Location Supporting This Project:

Comprenew
629 Ionia Ave SW
Grand Rapids, MI 49503

Organization Type & Registration

Business Type: Non-profit Corporation (501(c)(3))

State of Incorporation: Michigan

Michigan Corporate ID Number: 800937160

WDS Number: 427536

EIN: 46-2139282

EPA ID: MIK934727314

Certifications:

- R2v3: AMTIVO 271844
- e-Stewards: AMTIVO 271845
- NAID AAA Certified

Contact Information

Primary Contact:

Emily Nederveld - Director of Impact Funding

Email: ENederveld@Comprenew.Org

Phone: (616) 988-8272

Comprenew is committed to responsible electronics recycling, secure data destruction, and advancing equitable workforce opportunities.

Executive and Lead Professional Personnel employed in Collection Events: (all Comprenew employees are vetted and background checked). All Comprenew employees are key to the successful completion of projects; below are the department leads:

Scott Vander Kooy: President

Calvin University

Founder of Comprenew, 40 years of experience in the electronics recycling industry

Active community involvement, including board memberships

Fun fact: Has been working on building a fence for his daughter for the past 5 years; proud son of a University of Michigan grad

Emily Nederveld: Director of Impact Funding and Customer Service Representative

Calvin University and OSU

10 years of customer service experience, 3 years of certified electronics recycling experience, 3 years of impact funding experience

10 years of experience with Comprenew

Active community involvement, board membership

Fun fact: Lives in Michigan as a Buckeye fan!

Liz Gillispie: Director of Customer Service

Central Michigan University

20 years specializing in Customer Service for technological, hospitality, educational and health care industries. Lifetime environmental awareness

4 years of service with Comprenew

Fun fact: Favorite hiking challenges have been Deer Mountain in Rocky Mountain National Park and Ben A'an Trossachs National Park in Scotland

Clay Gruuber: Compliance Director

Grand Valley State University

Draws on nearly 2 decades in insurance, long-standing community involvement, and hands-on experience in logistics to help advance our mission of responsible recycling and public service partnerships

Basic Life Support (CPR and AED) certification

CDLA with Tanker & Hazardous Material Endorsement

2 years of experience with Comprenew

Fun Fact: Qualified as a Junior Olympic cross-country skier

Paul Schoenborn: Driver and event coordinator

CDLB license/certification

25 years of experience with document security and logistics

8 years of service with Comprenew

Fun fact: Likes to be 20 minutes early

Charlie Swanson: Driver and event coordinator
CDLA license/certification
Over 30 years of experience with document security and logistics
7 years of service with Comprenew
Fun fact: Loves to camp and cycle

Jameson Weber: Audit Lead/ Warehouse
Grand Rapids Community College
8 years of technology experience, Certification in Digital Audio, Chauffeur's License
5 years of technology experience at Comprenew
Fun fact: Favorite animals are arthropods

Kurt O'Brien: Disassembly Program Manager (AWARE team)/Warehouse
Kent County Technical Center
6 years of technology experience
Community involvement, including caring for students with autism
Basic Life Support (CPR and AED) certification
3 years of technology experience and leadership at Comprenew
Fun fact: Participated in Best Prom Ever (dance for teens with disabilities)

Peter Schlutt: Systems Manager/AV Refurb Leader/Warehouse
Grand Rapids Community College
Chauffeur License
Basic Life Support (CPR and AED) certification
Involved in direct software implementations including ERP, POS and refurbishment software
5 years of experience at Comprenew
Fun fact: Loves to backpack and modify vintage game consoles

Mitchell Abbott: IT Refurb Manager/ Warehouse-IT build room
Grand Rapids Community College
CompTIA F+ and A+ Certifications
Basic Life Support (CPR and AED) certification
4 years in the technical field
3 + years of experience at Comprenew
Fun fact: In the process of planning a carbon-neutral, self-sustaining homestead

Ethan Levine: Retail Lead/Warehouse
Grand Valley State University
Basic Life Support (CPR and AED) certification
9 years in retail sales experience and marketing
1 ½ years of experience in sales and marketing with Comprenew
Fun fact: Won "Best Comedic Short Film" and "Most Original Short Film" awards at GVSU

Firm history and unique qualifications:

Comprenew is a Michigan-based 501(c)(3) nonprofit organization founded in 1986 with a mission to protect people and the planet from the harmful effects of electronic waste while creating pathways to employment for individuals facing barriers to work. With nearly four decades of experience, Comprenew is a recognized leader in electronics reuse, refurbishment, secure data destruction, and certified recycling services. Comprenew operates two retail stores and one processing center — all located in Grand Rapids, Michigan. Our primary processing center, which houses one of the retail locations, is the hub for device intake, refurbishment, secure data sanitization, and responsible end-of-life recycling. This infrastructure allows us to support municipal collection programs and maximize reuse opportunities before responsibly recycling any devices that cannot be repaired.

Note: Comprenew electronics recycling is zero-landfill to comply with certifications.

Technical Capabilities & Certifications

Comprenew maintains industry-leading certifications, including:

- R2v3 Certification – responsible reuse & recycling
- e-Stewards Certification – highest global environmental & ethical e-waste standard
- NAID AAA Certification – secure data sanitization & destruction
- EPA-registered processing operations
- Compliance with NIST 800-88 and DoD data sanitization standards

These credentials reflect our commitment to environmental stewardship, ethical handling of electronics, downstream transparency, and secure data protection. **Comprenew is one of ten or less entities (for profit or non-profit) in the world certified to the highest standards.**

Comprenew reinvests in community programs that promote digital access, workforce inclusion, and environmental responsibility.

- AWARE Team (Adults with Autism Recycling Electronics) – A disassembly team at Comprenew comprised of individuals with disabilities, referred to by community organizations or one of our partner schools. Kent ISD and Grandville transitional programs have classrooms that partner with us to provide job-readiness training and a hiring pipeline into Comprenew's workforce.
- CAMP (Connect All Michigan Program) – In collaboration with nonprofits and community organizations we provide free at-home computer setups and training to families and individuals who would otherwise not be able to afford them.
- The Comprenew team provides educational training to the public, expanding their knowledge and active participation in a sustainable digital future.

Past Involvement with Similar Projects:

Comprenew has successfully coordinated and implemented collection events with municipalities, businesses, and organizations since 2005. Additionally, Comprenew has worked with entities to collect e-waste, on an on-going basis since the late 1990's.

Collection Event References:

1. Marcus Kirkpatrick of Delta Township/ Parks, Recreation, and Cemetery Director
517-323-8555, mkirkpatrick@deltami.gov
Dates of Service: 2013 to Present
Description: Comprenew services a communal collection point for residential recycling 6-8 times per year for the Township.

2. Melissa Eldridge of the Ionia Conservation District/ District Manager
616-527-2098, melissa.eldridge@mi.nacdnet.net
Dates of Service: 2018 to Present
Description: Comprenew provides four county-wide residential electronic recycling events from May to September in three locations, including Ionia, Belding, and Portland.

3. Dennis Brinks of Ada Township/ Director of Buildings, Facilities, and Grounds
616-920-7854, dbrinks@adatownshipmi.com
Dates of Service: 2009 to Present
Description: Comprenew provides an annual October electronics recycling collection event for residents of Ada and the surrounding communities.

Independent Electronics Collection References:

1. Rion Hollenbeck of MillerKnoll/ Sr. Manager-Global Endpoint Solutions
616-654-3964, rion_hollenbeck@millerknoll.com
Dates of Service: 1986 through Present
Description: Comprenew provides administrative assistance through reporting and scheduling, in addition to transportation, recycling and ITAD services for all e-waste generated by their corporation and their employees.

2. Bridgett Tremaine of Haworth/ Sr. Maintenance Coordinator
616 393-1250, bridget.tremaine@haworth.com
Dates of Service: 2014 through Present

Description: Comprenew provides administrative assistance through reporting and scheduling, in addition to transportation, recycling and ITAD services for all e-waste generated by their corporation.

Work Plan (tasks, milestones, timelines):

Electronics Collection Events & Drop-Off Program

Comprenew will execute a comprehensive, structured work plan aligned with the City of Ann Arbor's scope of services to ensure safe, efficient, and high-impact electronics collection, reuse, refurbishment, and recycling activities. Our plan emphasizes proactive coordination, environmental stewardship, data security, community engagement, and continuous improvement.

1. Program Kickoff & Planning

Milestone	Activities	Timeline
Program Initiation	Introductory meeting with the City's Circular Economy Coordinator; establish communication channels	Within 2 weeks of award
Annual Schedule	Develop annual schedule for six (6) collection events and two (2) bin-based collections	Within 30 days; reviewed quarterly
Site Assessments	Conduct site visits (virtual) for each planned event	4–6 weeks prior to each event

2. Pre-Event Coordination

Milestone	Activities	Timeline
Logistics Meeting	Confirm site logistics, staffing, traffic flow, safety plans	2–4 weeks pre-event
Public Communications Review	Review City marketing materials; provide guidance for public drop-off instructions	3 weeks pre-event
Equipment & Supplies	Stage pallets, Gaylords, PPE, signage, security seals, manifests	1 week pre-event
Container Delivery (for bin events)	Deliver secure collection containers	≥1 week prior to bin activation

3. Event Day Execution

Milestone	Activities
Staff Deployment	Trained Comprenew technicians onsite to assist residents and manage materials
Resident Support	Remove items from vehicles (as specified), screen materials, provide guidance

Milestone	Activities
Safety & Compliance	PPE usage; traffic management; regulated material handling; secure data-bearing devices
Sorting & Packing	Categorize, palletize, prepare for transport following DOT/EPA requirements
Site Cleanup	Leave site clean and free of debris immediately after event

4. Transportation & Processing

Milestone	Activities	Timeline
Transport Materials	Transport same day unless otherwise authorized	Day of event
Environmental Processing	Prioritize reuse/refurbishment; recycle remaining materials per R2v3 and e-Stewards hierarchy	Ongoing
Secure Data Handling	Logical sanitization to NIST 800-88 / DoD standards or physical destruction	Within 5 business days

5. Container-Based Collections

Milestone	Activities
Public Drop-Off Support	Provide instructions and signage support
Container Monitoring	Track bin quantities
Container Retrieval	Removal of bins once scheduled by City

6. Reporting & Continuous Improvement

Deliverable	Detail	Timeline
Event Impact Report	Itemized weights, quantities, invoices and Certificate of Recycling	Within 3 weeks of event
Detailed Reporting	Access to customer portal, ESG Reports, carbon emissions Reports	Immediate access
	Impact Report (reuse, disassembly and social benefit metrics)	Quarterly
Program Review	Review with City; expand accepted materials as feasible	Quarterly

7. Key Decision Points

- Site suitability confirmation
- Event staffing levels & logistics approval
- Acceptance of additional product types

- Overflow and public communication updates
- Data security verification checkpoints

8. Program Management Team

Comprenew assigns a dedicated program manager and onsite leads for all events. All staff are fully vetted, including background checks and trained in:

- R2v3 & e-Stewards standards
- DOT & EPA handling requirements
- Data security protocols (NAID AAA)
- Customer service and ADA-inclusive service delivery

Summary Timeline

Phase	Frequency
Annual scheduling & kickoff	Yearly (*events to be scheduled one year in advance)
Coordination meetings	Per event
Virtual site visits	Per event
Execution & transport	Day-of events
Reporting and invoicing	Within 3 weeks post-event

Commitment to City Goals

Comprenew will:

- Maximize reuse and refurbishment, optimizing social benefit
- Maintain e-Stewards, R2v3, and NAID AAA certifications
- All data bearing devices are sanitized according to NIST 800-88/DoD standards or physically destroyed
- Deliver transparent reporting and chain-of-custody controls
- Support community education and circular-economy leadership

Fee Proposal (see attachment)

Authorized Negotiator:

Scott Vander Kooy/ President
616-988-8266, svanderkooy@comprenew.org

Attachments: (See separate attachments, including Legal Status of Offeror, Conflict of Interest Form, Living Wage Compliance Form, and the Non-Discrimination Form)

ATTACHMENT A LEGAL STATUS OF OFFEROR

(The Respondent shall fill out the provision and strike out the remaining ones.)

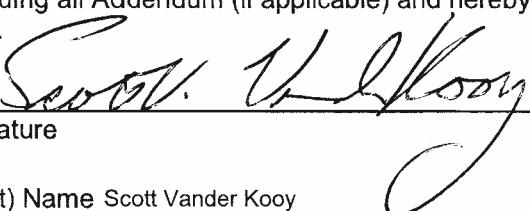
The Respondent is:

- A corporation organized and doing business under the laws of the state of Michigan, for whom Scott Vander Kooy bearing the office title of President, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.* **A NON-PROFIT CORP.**

*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of _____, whom _____ bearing the title of _____ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of _____ and filed with the County of _____, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.



Signature

Date: 11/5/2025

(Print) Name Scott Vander Kooy Title President

Firm: Comprenew

Address: 629 Ionia SW Grand Rapids, Michigan 49503

Contact Phone 616 988-8266 Fax _____

Email svanderkooy@comprenew.org

ATTACHMENT B **CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

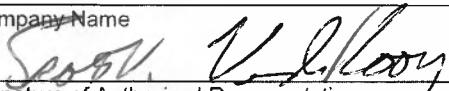
The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Comprenew

Company Name

 11/5/2025

Signature of Authorized Representative

Date

Scott Vander Kooy, President

Print Name and Title

629 Ionia SW Grand Rapids, Mi 49503

Address, City, State, Zip

616 988-8266/ svanderkooy@comprenew.org

Phone/Email address

Questions about the Notice or the City Administrative Policy, Please contact:

Procurement Office of the City of Ann Arbor

(734) 794-6500

Revised 3/31/15 Rev. 0

NDO-2

ATTACHMENT C
CITY OF ANN ARBOR
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here [] No. of employees _____

The Contractor or Grantee agrees:

(a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$17.08/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$19.04/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

(b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.

(c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.

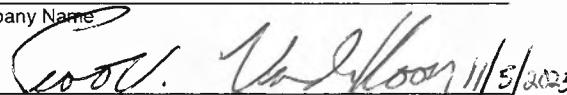
(d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.

(e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Comprenew

Company Name



Signature of Authorized Representative

Date

629 Ionia SW

Street Address

Grand Rapids, Michigan 49503

City, State, Zip

Scott Vander Kooy, President

Print Name and Title

616 451-4400

Phone/Email address



ATTACHMENT D

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*		
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/>	Relationship to employee
	<input type="checkbox"/>	Interest in vendor's company
	<input type="checkbox"/>	Other (please describe in box below)
No known conflict		

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
Comprenew	616 451-4400	
Vendor Name	Vendor Phone Number	
	1/15/2025	Scott Vander Kooy
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org