Irvington Union Free School District

Copier Environment Scope Document

Vendor Discovery and Proposal Request

October, 2026

1. Purpose and Desired Outcome

Irvington Union Free School District is seeking vendor proposals for a refreshed copier environment that supports reliable building-level printing, copying, scanning, and secure release printing. The District also wants vendors to propose innovations that may allow a meaningful reduction in classroom printers by shifting staff printing to secure copier-based workflows.

- Replace or refresh current copier assets using the District's current models as the baseline model framework. Start date is January 2027. Ideally installations would occur over the December holiday break.
- Evaluate whether additional strategically placed machines or enhanced models can reduce reliance on classroom printers and/or increase efficiency in offices.
- Maintain the District's PaperCut software environment and expand secure release capabilities through badge readers at each copier/multifunction device.
- Improve color access, high-volume capacity, uptime, service responsiveness, and user experience across all schools and district offices.
- Provide toner supplies and maintenance for office printers maintained

2. Current Copier Environment and Baseline Replacement Need

The table below reflects the current environment provided by the District.

School / Site	Current Location	Current Model
Dows Lane Elementary	Main Office	Xerox B9100
Dows Lane Elementary	District Office	Xerox C8145
Dows Lane Elementary	Portable - PLC	Xerox B405
Dows Lane Elementary	Business Office	Xerox B8155
Dows Lane Elementary	Server Room - Teachers	Xerox C8145
Irvington High School	Main Office	Xerox B9110
Irvington High School	Room 202 (PPS)	Xerox C8145
Irvington High School	Science Department	Xerox B9100
Irvington High School	Library	Xerox B405
Irvington High School	Guidance Office	Xerox B405
Irvington High School	Main Office	Xerox B8155
Irvington Middle School	Guidance Office	Xerox B9100
Irvington Middle School	2nd Floor	Xerox B9100
Main Street School	Main Office	Xerox B9100
Main Street School	Main Office	Xerox C8145

Current Copier Volumes:

School	Location	Model	B&W AMV	Color AMV
High School	Guidance Department	VersaLink B405DN	152	
High School	Main Office	PrimeLink B9110	64,756	
Main Street School	Main Office	PrimeLink B9100	36,389	
High School	Science Department	PrimeLink B9100	48,356	
Middle School	2nd Floor	PrimeLink B9100	26,623	
Dows Lane Elementary	Main Office	PrimeLink B9100	40,174	
Middle School	Guidance Department	PrimeLink B9100	39,620	
Main Street School	Main Office	AltaLink C8145	2,177	2,068
High School	Room 202 (PPS)	AltaLink C8145	3,898	2,663
Dows Lane Elementary	Server Room - Teachers	AltaLink C8145	8,551	11,811
High School	Main Office	AltaLink B8155	5,072	

Dows Lane Elementary	District Office *	AltaLink C8145
Dows Lane Elementary	Portable - PLC *	VersaLink B405DN
Dows Lane Elementary	Business Office *	AltaLink B8155
Irvington High School	Library *	VersaLink B405DN

*Unknown at this time

3. Current Printers in Use in Classrooms

See Appendix A for a list of current printers in use in classrooms. The proposal should either a phase out of these printers to more centralized copiers/printers and for any remaining printers, details on print management services.

4. Potential Additional Machine Locations / Capacity Enhancements

The District is also exploring additional copier placements and capacity upgrades that could support secure release printing and reduce classroom printer dependency. Vendors should validate these locations during discovery and propose the appropriate equipment class, capacity, and finishing capabilities. Click here for a current list of classroom and office printers that we intend to keep and remove (one tab for each).

Dows Lane Elementary School

- Could replace the Main Office copier with a high-capacity color printer.
- Add a copier to the 2nd floor flex space.
- Use vendor discovery to confirm the number of current classroom printers and identify printers that can be retired.

Main Street School

- Increase Main Office capacity and add color capability.
- Increase Main Office black-and-white capacity.
- Consider an additional small unit on the 3rd or 4th floors.

Irvington Middle School

- Update the 2nd Floor Science machine to include color.
- Increase black-and-white capacity in both the Guidance Office and Teacher Room.
- Add one small machine to the 1st floor and one small machine to the 2nd floor.

Irvington High School

- Add a copier to the 1st floor near the boys' restroom.
- Add color capability to the Main Office copier.
- Provide higher capacity for the large Main Office copier.

5. PaperCut, Badge Readers, and Secure Print Requirements

The proposed solution must maintain and support the District's PaperCut software environment. The District expects each copier or multifunction device to support secure print release and authenticated access through badge readers.

- Include badge readers for each copier/multifunction device included in the proposal.
- Describe compatibility with the District's current PaperCut environment, including licensing, embedded application support, configuration, and ongoing support responsibilities.
- Support secure print release, user authentication, job accounting, reporting, and print policy enforcement.
- Identify any required network, directory, card/badge, firmware, licensing, or server requirements.
- Provide an implementation plan that limits disruption to staff and school operations.

- Note that machine capabilities allow machines to default to black and white and color printing must be actively chosen by user.

6. Vendor Proposal Expectations

Vendor responses should include a clear, building-by-building recommendation that addresses both baseline replacement and possible additional placements. The District welcomes alternate recommendations when they improve cost, reliability, workflow, or capacity, provided the vendor explains the rationale.

- Recommended replacement model for each current copier machine.
- Recommended device type, volume capacity, color capability, finishing options, and duty cycle for each proposed additional location.
- Service and maintenance model, including response times, preventive maintenance, supplies, escalation procedures, and uptime commitments.
- PaperCut and badge-reader implementation plan, including roles and responsibilities.
- Training plan for office staff, teachers, support staff, and technology staff.
- Lease, purchase, or managed print pricing options, with costs separated for equipment, copier or print volume both B&W and color, service, supplies, PaperCut-related items, badge readers, and implementation.
- Identify purchasing source: State Contract, Piggyback contract (identify who owns contract), or Purchasing Cooperative. The District is currently participating in Omnia, Sourcewell, Ed Data, TIPS and BuyBoard but will consider others.
- Transition plan from the current environment to the proposed environment, including migration timeline and decommissioning strategy for classroom printers where appropriate.

7. Vendor Questions to Address

1. What stands out about your product line or service model that is especially well suited to Irvington UFSD's needs?
2. What innovations can you propose for the District's current environment and potential shift away from classroom printers?
3. How would your solution support secure printing, badge release, and PaperCut integration at every copier?
4. Which machines, if any, can support poster printing or larger-format output? Please describe maximum paper size, media handling, speed, finishing, and cost implications.
5. Which machines can support booklet/program printing?
6. Where would you recommend adding, removing, relocating, or consolidating machines, and why?
7. How do you determine whether a location needs color, black-and-white, high capacity, finishing, scanning, or a smaller workgroup device?
8. What reporting can you provide to help the District monitor usage, control costs, and identify classroom printers that can be retired?
9. What is your service response standard during school days, and how do you handle repeated service issues or chronic downtime?
10. What cybersecurity, data privacy, hard-drive, firmware, authentication, and network security practices are included?
11. What training and change-management support do you provide to help staff adopt secure release printing?

8. Evaluation Considerations

- Fit of the proposed fleet to building needs and anticipated print volumes.
- Ability to reduce classroom printers while maintaining convenient and secure staff access.
- Quality of PaperCut integration and badge-reader implementation.
- Reliability, service responsiveness, supplies management, and lifecycle support.

- Total cost of ownership, including equipment, copies or prints, service, supplies, software, accessories, implementation, and training.
- Strength of vendor recommendations, innovation, and ability to support future changes in printing practices.
- Past relationships and/or school district references

9. RFP Process

- After reviewing this scope document and prior to submitting a proposal, interested vendors should schedule a meeting with the Director of Technology and Assistant Superintendent of Business to review the scope document and ask clarifying questions. Any questions that result in new scope will be disseminated as an addendum to other interested vendors
- After these meetings, the District will relay a firm date for proposals to be received, likely mid November. Once proposals are received, the District will evaluate all proposals received and look to enter into a contract with a vendor for implementation for January 2027.

10. Requested Response Format

- Executive summary of the proposed solution.
- Building-by-building equipment matrix for current replacements and proposed additions.
- PaperCut and badge-reader integration summary.
- Implementation timeline and transition plan.
- Service, maintenance, and support plan.
- Pricing schedule with clear assumptions and optional alternatives.
- Responses to all vendor questions in Section 6.

Appendix A to Copier Environment Scope Document

Current Printers in Use

Row Labels	Count of Printer Type/Model
Canon TM-240	1
EPSON SC-P700 Series	1
HP Color LaserJet 5700	1
HP Color LaserJet 6700	2
HP Color LaserJet CP4025/4525 PCL6 Class Driver	1
HP Color LaserJet CP4520 Series	2
HP Color LaserJet CP4520 Series PCL6	1
HP Color LaserJet M254dw	2
HP Color LaserJet M452dn	3
HP Color LaserJet M553	1
HP Color LaserJet M651	1
HP Color LaserJet Pro 3201	4
HP Color LaserJet Pro 4201	1
HP Color LaserJet Pro M454dn	4
HP Color LaserJet Pro MFP 4301	1
HP Color LaserJet Pro MFP M177fw	1
HP Color LaserJet Pro MFP M479fdw	1
HP LaserJet 200 color M251nw	3
HP LaserJet 400 color M451nw	16
hp LaserJet 4200	1
HP LaserJet 600 M601	1
HP LaserJet 600 M602	4
HP LaserJet M402dn	39
HP LaserJet M402dw	1
HP LaserJet M402n	21
HP LaserJet M406	11
HP LaserJet P1505n	6
HP LaserJet P1505n Class Driver	1
HP LaserJet P2035n	3
HP LaserJet P2055dn	1
HP LaserJet P4015	7
HP LaserJet Pro 4001dw	26
HP LaserJet Pro M201dw	25
HP LaserJet Pro M201-M202 PCL 6	7
HP LaserJet Pro M402-M403 n-dne PCL 6	1
HP LaserJet Pro M404dn	12
HP LaserJet Professional P1606dn	13
HP LJ300-400 color M351-M451 PCL 6	2
HP Smart Universal Printing	2
HP SNMP Agent	1
HP Universal Printing PCL 6	9
Xerox AltaLink C8145 V4 PCL6	1
Xerox Global Print Driver PCL6	3
Grand Total	**245**