



**STATE OF UTAH SET ASIDE CONTRACT  
CONTRACT NUMBER: PD1212**

**September 19, 2016**

**Item: State Mail Services**

Vendor: State of Utah Mail Services  
250 North 1950 West Ste C  
PO Box 141106  
Salt Lake City, UT 84114-1106

Internet Homepage: [www.purchasing.state.ut.us/mailexpress/mail.htm](http://www.purchasing.state.ut.us/mailexpress/mail.htm)

Telephone: (801) 323-4304

Fax number: (801) 323-4310

Contact: Brian Jensen

Email address: [brianjensen@utah.gov](mailto:brianjensen@utah.gov)

Brand/trade name:

Price: See Attached Price List

Terms:

Effective dates: 07/01/13 through 06/30/2018

Days required for delivery:

Price guarantee period: One Year

Minimum order:

Min shipment without charges:

Other conditions:

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This is a new Contract with the same vendor.

The administrative fee for this contract is **0.00%** and is already included in the contract price.

This contract covers only those items listed in the price schedule. It is the responsibility of the agency to ensure that other items purchased are invoiced separately. State agencies will place orders directly with the vendor creating a PRC in Finet. Agencies will return to the vendor any invoice which reflects incorrect pricing.

Public entities are welcome to use all mail processing services provided by State Mail & Distribution Services (SM&DS). Only State agencies will be provided multiple-stop daily courier service, all others public entities should contact SM&DS for pickups or drop-offs.



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**FY 2011 Rates, Fees, and Other Charges  
(63-38-3.5 (2) (b)  
Capital Facilities and Administrative Services  
Intergovernmental Services**

**FY 2015  
Authorized  
Rates**

**Division of Purchasing and General Services -  
State Mail Services**

Business Reply/Postage Due	0.090
Special Handling	50.000
Auto Fold	0.010
Label Generate*	0.022
Label Apply*	0.019
Auto Tab*	0.016
Meter/Seal	0.017
Federal Meter/Seal	0.014
Optical Character Reader	0.017
Mail Distribution	0.065
Accountable Mail	0.180
Task Distribution Rate	0.012
Additional Inserts	0.004
Intelligent Inserting*	0.025

**FINET COMMODITY CODE (S):**

91558000000 - MAILING SERVICES (INCLUDING COLLATING, PACKAGING, AND SORTING)

91559000000 - MAIL SERVICES, EXPRESS

00000000000 - Generic Commodity Code