



## UTAH CORRECTIONAL INDUSTRIES

**CONTRACT NUMBER: UCI1869**

June 17, 2025

ITEM: Data Entry, Scanning, & Micrographics Services

ORDERING ADDRESS: UTAH CORRECTIONAL INDUSTRIES (UCI)  
1480 NORTH 8000 WEST SALT LAKE CITY, UT. 84116  
VENDOR: 08897A

INTERNET ADDRESS: <https://uci.utah.gov>

TELEPHONE: (801) 522-7931

CONTACT: UCI Customer Service

EMAIL ADDRESS: [ucicustomerservice@utah.gov](mailto:ucicustomerservice@utah.gov)

BRAND/TRADE NAME: UCI

PRICE: PLEASE EMAIL UCI FOR PRICING

TERMS: NET 30

MINIMUM ORDER: 1 UNIT

EFFECTIVE DATES: 6/17/2025 THROUGH 6/17/2026

DAYS REQUIRED FOR DELIVERY: CONTACT UCI FOR INFO

DAYS REQUIRED FOR DELIVERY: Free pickup and delivery of documents on the Wasatch Front. If shipping charges apply, they will be addressed in cost estimate.

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REVISION #14 PLEASE NOTE CONTRACT HAS BEEN EXTENDED THROUGH 6/17/2026.

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

This contract may be subject to the UCI State Use Law. Please Review the law at:

<https://purchasing.utah.gov/statecontractdirectory/utah-correctional-industries-uci/>



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### Data Entry, Scanning, & Micrographics Pricing

#### Standard Processes

Price	Process
\$0.04	File Naming
\$0.09	300dpi Images Standard Scan (8.5x11)
\$0.82	300dpi Images Large Scan (Greater than 11x17)
\$0.12	600dpi Images Standard Scan (8.5x11)
\$1.05	600dpi Images Large Scan (Greater than 11x17)
\$0.12	Slides (Per image. If greater than 600dpi, pricing is \$0.15)
\$0.12	Aerial Photos
\$1.05	Aerial Maps (Greater than 11x17)
\$0.06	PDF & OCR (Per image)
\$0.04	Bookmarking (Per bookmark)
\$0.04	Index/MetaData (Per field)
\$7.00	Prep Time (1 hr. Min.)
\$7.00	Archiving (1 hr. Min.)
\$7.00	Shredding (1 hr. Min.)
\$2.50	CD/DVD's
Cost	UCI Supplied Portable Hard Drive To Be Bid Upon Request (Based on current market)

#### Specialty Processes

Price	Process
\$0.15	1200dpi Images (Slides and less than 11x17 only)
\$0.20	2400dpi Images (Slides and less than 11x17 only)
\$0.30	3000 – 4000dpi Images (Slides and less than 11x17 only)
\$7.00	Center Point (1hr. Min)
\$0.10	Microfiche (Per image)
\$0.10	Microfilm (Per image)
\$0.10	Film Rolls (per image)
\$0.04	Typing (Per word)
\$0.05	8.5x11 Printing (Per page)
Cost + 10%	Large Printing (Per page greater than 11x17)



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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.

This contract covers Data Entry, Scanning, & Micrographics services provided at the Utah Correctional Industries Data Entry/Scanning/Micrographics Shop. No on site data entry service is provided under this contract.

### **FINET CODES:**

92021 DATA ENTRY SERVICES  
92038 OPTICAL SCANNING SERVICES  
91568 MICROFICHE/MICROFILMING SERVICES  
00000 Generic Commodity Code

### **CONTRACT REVISION HISTORY**

REVISION #12 CONTRACT HAS BEEN EXTENDED THROUGH 4/12/2024  
REVISION #13 CONTRACT HAS BEEN EXTENDED THROUGH 1/24/2025  
REVISION #14 CONTRACT HAS BEEN EXTENDED THROUGH 6/17/2026