DCS
DIVISION OF CENTRAL SERVICES

First·Choice·for·Service

DCS RATE SUMMARY FOR FY2013
INTEGRATED DOCUMENT SOLUTIONS
DOCUMENT CONVERSION, SCANNING, and MICROFILM

Rates are based on the most common type of document. Each specific job is unique and the actual cost will be based on a detailed evaluation of the requirements and priced based on standardized internal unit rates. **Every job should be carefully evaluated and priced by DCS service unit specialists before a bid decision is made by a customer.**

Data Conversion

Data Entry (per 1000 keystrokes)	$	4.72
OCR/Image Recognition–Base Rates	$	0.49
Index–Less than 5 field Index	$	0.18
Hourly–Web or Database Data Entry	$	20.00

Scanning

Less than 1 million per project per year	$	0.041
More than 1 million per project per year	$	0.027
Maps, Plats and large documents	$	1.50

Prep

Base single box pieces	$	0.041
De-Prep	$	0.028
QC (Quality Control)	$	0.0055
Index – Scan/Barcode Indexing	$	0.058

Microfilm Processing

16 mm 110 ft. Rotary (Per Image)	$	0.064
35 mm Planetary	$	0.392

Microfilm Conversion

Microfilm conversion (Clean)	$	0.03
Microfilm conversion (Old)	$	0.079
QC (Clean)	$	0.002
QC (Old)	$	0.008
16mm Arc Writer	$	0.004

These services listed above are specific to our Southern Regional facility/Pueblo. For more information about these specific IDS services and pricing, please contact Cindy Goure at 719-948-5741 or cindy.goure@state.co.us.

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INTEGRATED DOCUMENT SOLUTIONS
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EDW (Electronic Data Warehouse)

File Import	$	0.004

CD/DVD Duplication

CD Duplication	$	2.35
DVD Duplication	$	3.35
Setup	$	15.00

Warehouse

Pallet Storage – Monthly Charge	$	22.00
Document Destruction (Per Box)	$	7.50

Application Setup

Hourly Charge	$	99.75

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DCS RATE SUMMARY FOR FY2013
INTEGRATED DOCUMENT SOLUTIONS
MAIL SERVICES—DELIVERY

Delivery rates are monthly charges based on location and type of stop. Locations are broken down between Core and Outlying. Core is primarily the downtown Capitol Complex area. There are typically two stops and therefore two monthly charges per location. **Please contact a DCS service unit specialist with any questions concerning delivery rates, scheduling, or alternatives to reduce costs.**

Scheduled Delivery	Monthly Charge	
Stops	$	615.00*
Mail Centers (Per Bin – 1x Per Day)	$	48.00
1313 Sherman (2x Per Day)	$	96.00
1575 Sherman (Human Services – 1x Per Day)	$	48.00
201 E. Colfax (Education – 2x Per Day)	$	96.00

***Mid-year adjustment effective January 1, 2013.**

For more information about IDS services and pricing, please contact
IDS Customer Service at 303-866-4100 or ids.customerservice@state.co.us

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DCS RATE SUMMARY FOR FY2013
INTEGRATED DOCUMENT SOLUTIONS
MAIL SERVICES—METERING

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Metering

Letters (First Class)	$	0.091
Letters (With Presort)	$	0.049
Flats	$	0.413
Accountable	$	3.540
Inserter 1 oz. (1-4)	$	0.051*
Inserter 2 oz. (5-8)	$	0.077
Inserter 3 oz. (9-10)	$	0.124
Moore	$	0.031

Machine Work

Fold	$	0.035
Tab	$	0.035

Automated Sorting

Sort Letters	$	0.024*

***Mid-year adjustment effective January 1, 2013.**

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DCS RATE SUMMARY FOR FY2013
INTEGRATED DOCUMENT SOLUTIONS—REPROGRAPHICS

Rates are based on the most common type of document or service. Each specific job is unique and the actual cost will be based on a detailed evaluation of the requirements and priced based on standardized internal unit rates. **Every job should be carefully evaluated and priced by DCS service unit specialists before a bid decision is made by a customer.**

Print (Offset)

Each job will be individually priced based on standardized component rates for such factors as: volumes, special stock, weight & finish of paper (28lb bond included in price), # of distinct images, b&w vs color, # of colors, special colors, single or double sided, turnaround time, etc.

Digital (Quick Copy) (Per Impression Based on 8 1/2 x 11 Standard)

B&W	25,000 Impressions or Less	$	0.029
	Over 25,000 Impressions	$	0.023*
Color	(Per Impression)	$	0.230

Note: All jobs $34.99 or less are subject to $35.00 minimum.

***Mid-year adjustment effective January 1, 2013.**

Design Center

Design and Layout (Per Hour)	$	85.00**
Business Cards (Basic–Per Box)	$	26.00

****Billed in 15 minute increments.**

Copiers/Multifunction Device (MFD) (Per Copy) Includes Paper/30% Recycled Content

B&W	$	0.034
Color	$	0.150

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DCS RATE SUMMARY FOR FY2013
STATE FLEET MANAGEMENT and MOTOR POOL

Management Fee (Per Vehicle Per Month)

Auction Pool Participants	$	30.00
Non-Pool (Wildlife)	$	35.00

Accident Fund Rate (Per Mile)

	$	0.016

Variable Rates (Fuel & Maintenance)

Overall -4.4% average rate decrease.	-4.4%

Motor Pool Rates (Per Day, no mileage charge)

Sedans, Hybrids and Station Wagons	$	50.00
Mini-Vans	$	65.00
SUV (Four-Wheel Drive)	$	68.00

For more information about SFM services and pricing, please contact State Fleet Management at 303-866-5222.

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