



"DCS will provide the best value to the State in every service we offer and to every customer we serve." DCS sets its rates to recover all costs without profit while remaining competitive with the private sector.

Delivery rates are monthly charges based on location and type of stop. Locations are broken down between core and outlying areas. 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
Core Stops	\$ 600.00
Mail Center Stops	\$ 122.00

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



"DCS will provide the best value to the State in every service we offer and to every customer we serve." DCS sets its rates to recover all costs without profit while remaining competitive with the private sector.

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.**

Metering

Letters (First-Class)	\$	0.112
Letters (with presort)	\$	0.059
Flats	\$	0.510
Accountable	\$	4.370
Inserter 1 oz. (1-4)	\$	0.057
Inserter 2 oz. (5-8)	\$	0.067
Moore	\$	0.051

Machine Work

Fold	\$	0.044
Tab	\$	0.044

Automated Sorting

Sort Letters	\$	0.023
--------------	----	-------

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



"DCS will provide the best value to the State in every service we offer and to every customer we serve." DCS sets its rates to recover all costs without profit while remaining competitive with the private sector.

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

Each job will be individually priced based on standardized component rates for such factors as: volumes, special stock, weight and finish of paper (28 lb. bond included in price), number of distinct images, b&w vs. color, number 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	5,000 Impressions or Less	\$	0.055
	5,001 to 24,999 Impressions	\$	0.035
	25,000 and Over Impressions	\$	0.022
Color	(per impression)	\$	0.300

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

Design Center

Design and Layout (per hour)	\$	105.00
Business Cards (basic/per box)	\$	27.00*

***Note: Please refer to the Storefront for individual costs.**

**Copiers/Multifunction Printers/Device (MFP)
 (per copy & includes paper/30% recycled content)**

B&W	\$	0.035
Color	\$	0.160

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



"DCS will provide the best value to the State in every service we offer and to every customer we serve." DCS sets its rates to recover all costs without profit while remaining competitive with the private sector.

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.**

Data Conversion

Data Entry (per 1000 keystrokes)	\$ 5.32 – 7.17
Index – More Than 5 Field Index	\$ 0.48 – 0.58
Index – Less Than 5 Field Index	\$ 0.20
Hourly – Web or Database Data Entry	\$ 20.00

Scanning/Quality Control (QC)

\$0.036 – 0.048

Prep

Base Single Box Pieces	\$0.054 – 0.068
------------------------	-----------------

Index

Scan/Barcode Indexing	\$ 0.098
-----------------------	----------

Microfilm Processing

16 mm 110 ft. Rotary (per image)	\$ 0.046
----------------------------------	----------

Microfilm Conversion

Microfilm Conversion (clean)	\$ 0.139
Microfilm Conversion (old)	\$ 0.225
16mm Arc Writer	\$ 0.044

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, IDS Southern Regional Manager, at 719-948-5741 or cindy.goure@state.co.us.



"DCS will provide the best value to the State in every service we offer and to every customer we serve." DCS sets its rates to recover all costs without profit while remaining competitive with the private sector.

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.**

CD/DVD Duplication

CD Duplication	\$	2.35
DVD Duplication	\$	3.35
Setup	\$	15.00

Warehouse

Pallet Storage – Monthly Stacking	\$	20.87
Pallet Storage – No Monthly Stacking	\$	31.31
Document Destruction (per box)	\$	7.00
Document Destruction (per lb.)	\$	11.00/per lb.

Additional Setup

Hourly Charge	\$	99.75
---------------	----	-------

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, IDS Southern Regional Manager, at 719-948-5741 or cindy.goure@state.co.us.



"DCS will provide the best value to the State in every service we offer and to every customer we serve." DCS sets its rates to recover all costs without profit while remaining competitive with the private sector.

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.**

Management Fee (per vehicle per month)

All State Agencies in SFM Program	\$	22.00
-----------------------------------	----	-------

Accident Fund Rate (per mile)

	\$	0.016
--	----	-------

Variable Rates (fuel and maintenance)

Overall 0.3% average rate increase	\$	0.327
------------------------------------	----	-------

(This is the average statewide rate. Individual vehicle types have their own rates and differ from department to department.)

Motor Pool Rates (per day/no mileage charge)

Sedans, Hybrids, Station Wagons	\$	52.00
Mini-Vans	\$	70.00
SUV (Four-Wheel Drive)	\$	72.00

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