



"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	\$ 640.00
Mail Center Stops (varies per buildings)	Call for pricing

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



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Rates are based on the most common type of document or service. Each 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)	\$	0.070
Letters (with presort)	\$	0.065
Flats	\$	0.610
Accountable	\$	5.220
Inserter 1 oz. (1-4)	\$	0.077
Inserter 2 oz. (5-8)	\$	0.085
Moore	\$	0.061

Machine Work

Fold	\$	0.052
Tab	\$	0.052

Automated Sorting

Sort Letters	\$	0.026
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Print (Volume-based Rates)

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 tier - based on 8 1/2 x 11 standard)

B&W < 5,000 Impressions	\$	0.060
5,000 - 24,999 Impressions	\$	0.048
> 25,000 Impressions	\$	0.024

Color

Note: FY16 volume bands & pricing based on price study guide

1 - 100 Impressions	\$	0.630
101 - 500 Impressions	\$	0.400
501 - 1000 Impressions	\$	0.330
1001 - 2500 Impressions	\$	0.270
2501 - 5000 Impressions	\$	0.240
> 5000 Impressions	\$	0.220

Inkjet Web/High Volume Correspondence Printing	\$	0.022
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Note: All jobs \$34.99 or less are subject to \$35.00 minimum.

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Design Center

Design and Layout (per hour)	\$	118.60
Business Cards (basic/per box)	\$	27.00*

*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	\$	0.150

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Data Conversion

Data Entry (per 1000 keystrokes)	\$	5.550
Index — > 5 Field Index	\$	0.500
Index — < 5 Field Index	\$	0.230
Hourly — Web or Database Data Entry	\$	20.00

Scanning/Quality Control (QC)

\$ 0.030 – 0.056

Prep

Simple Box Prep	\$	0.037
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Index

Scan/Barcode Indexing	\$	0.068
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Microfilm Processing

16 mm 110 ft. Rotary (per image)	\$	0.045
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Microfilm Conversion

Microfilm Conversion (clean)	\$	0.120
Microfilm Conversion (old)	\$	0.200
16mm Arc Writer	\$	0.045

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.



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CD/DVD Duplication

CD Duplication	\$	2.600
DVD Duplication	\$	3.500
Setup	\$	20.00

Document Warehousing

Pallet Storage – Monthly Stacking	\$	20.87
Pallet Storage – No Monthly Stacking	\$	31.31
Document Destruction (per box)	\$	7.00
Document Destruction (per lb.)	\$	0.110

Additional Setup

Hourly Charge	\$	99.75
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Management Fee (per vehicle per month)

All State Agencies in SFM Program	\$	15.00
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Accident Fund Rate (per mile)

	\$	0.016
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Variable Rates (fuel and maintenance)

Overall -2.4% average rate decrease	\$	0.290
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(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	\$	45.00
Mini-Vans	\$	65.00
SUV (Four-Wheel Drive)	\$	65.00

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