



"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	\$ 811.00*
Building Mail Center per Bin	\$ 244.25*

*Mid-year adjustment - effective 1/25/19

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)	\$	0.265*
Letters and presort	\$	0.265*

Note: IDS recognizes that the cost of metering 1oz letter mail is more expensive than applying first-class postage. IDS can add value to mail that exceeds 1oz letter mail (#10 envelopes). If you have questions please call for additional guidance.

Flats	\$	0.956*
Accountable	\$	13.655*
Inserters 1 oz. (1-4)	\$	0.070*
Inserters 2 oz. (5-8)	\$	0.080*

Automated Sorting

Sort Letters	\$	0.060*
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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, 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	\$	0.090*
	5,000 - 24,999 Impressions	\$	0.070*
	> 25,000 Impressions	\$	0.046
Color			
	1 - 100 Impressions	\$	0.307*
	101 - 500 Impressions	\$	0.265*
	501 - 1000 Impressions	\$	0.251*
	1001 - 2500 Impressions	\$	0.189*
	2501+ Impressions	\$	0.167*
Inkjet Web/High Volume Correspondence Printing		\$	0.039*

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

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Design Center

Design and Layout (per hour)	\$	120.00*
Business Cards (basic/per box)	\$	29.00*

Please refer to the IDS Storefront for individual costs on business cards

SOPE - Copiers/Multifunction Printers/Device
 (Per copy & includes paper/30% recycled content)

B&W	\$	0.019*
Color	\$	0.111*

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Data Conversion

Data Entry (per 1000 keystrokes)	\$	9.5000
Index — > 5 Field Index	\$	0.4736 – 0.5528
Index — < 5 Field Index	\$	0.1618
Hourly — Web or Database Data Entry	\$	62.4709

Microfilm Conversion

Microfilm Conversion (clean)	\$	0.0827
Microfilm Conversion (old)	\$	0.1728

Scanning/Quality Control (QC)

Price per Image	\$	0.0432
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Prep

Simple Box Prep	\$	0.0651
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Index

Scan/Barcode Indexing	\$	0.0773
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These services listed above are specific to our Southern Regional facility/Pueblo. For more information about these specific IDS services and pricing, please contact Diana (Rae) Wiant, IDS Southern Regional Manager, at 719-948-5751 or diana.wiant@state.co.us.



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CD/DVD Duplication

CD Duplication	\$	3.7500
DVD Duplication	\$	3.8500
Setup	\$	20.0000

Document Warehousing

Pallet Storage – Monthly Stacking	\$	23.2787
Pallet Storage – No Monthly Stacking	\$	34.9180
Document Destruction (per box)	\$	7.0000
Document Destruction (per lb.)	\$	0.1100

Additional Setup

Hourly Charge	\$	62.4709
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