



*"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 a monthly charge based on a single location. New for FY20, all stops are charged a single rate.

Scheduled Delivery	Monthly Charge
Delivery Stop	\$ 285.00

**Options**

- Mail delivered to a floor or suite in a building
- Mail delivered to mail centers that exist in some buildings within the Denver area
- Mail security screened before arriving at your location

Please contact an IDS Account Manager with any questions concerning delivery rates, scheduling, or alternatives to reduce costs.  
 303-866-4100 | [DPA\\_IDSCustomerService@state.co.us](mailto: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 an IDS Account Manager before a bid decision is made by a customer.**

**Metering**

Letters (First-Class)	\$	0.175
Letters and presort	\$	0.175

**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	\$	0.822
Accountable	\$	11.737
Inserter 1 oz. (1-4)	\$	0.063
Inserter 2 oz. (5-8)	\$	0.079

**Automated Sorting**

Sort Letters	\$	0.051
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Please contact an IDS Account Manager with any questions concerning metering services and rates.

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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	\$	0.073
	5,000 - 24,999 Impressions	\$	0.052
	> 25,000 Impressions	\$	0.045
Color			
	1 - 100 Impressions	\$	0.297
	101 - 500 Impressions	\$	0.254
	501 - 1000 Impressions	\$	0.233
	1001 - 2500 Impressions	\$	0.181
	2501+ Impressions	\$	0.145
Inkjet Web/High Volume Correspondence Printing		\$	0.037

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

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**Design Center**

Design and Layout (per hour)	\$	100.51
Business Cards (basic/per box)	\$	25.00
<b>Please refer to the IDS Storefront for individual costs on business cards</b>		

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

B&W	\$	0.023
Color	\$	0.123

Please contact an IDS Account Manager with any questions concerning design center or SOPE services and rates.  
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**Data Conversion**

Data Entry (per keystrokes)	\$	0.0111
Index — > 5 Field Index	\$	0.3710 – 0.5210
Index — < 5 Field Index	\$	0.2470
Hourly — Web or Database Data Entry	\$	76.5750

**Microfilm Conversion**

Microfilm Conversion (clean)	\$	0.0900
Microfilm Conversion (old)	\$	0.1880
Aperture & Microfiche Card Conversion	\$	0.0520

**Scanning/Quality Control (QC)**

Price per Image	\$	0.0520
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**Prep**

Simple Box Prep	\$	0.0630
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**Index**

Scan/Barcode Indexing	\$	0.0950
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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. 719-948-5751 | [diana.wiant@state.co.us](mailto: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	\$	22.5870
Pallet Storage — No Monthly Stacking	\$	33.8800
Document Destruction (per box)	\$	7.0000

**Additional Setup**

Hourly Charge	\$	76.5750
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