



*"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 FY21, all stops are charged a single rate.

Scheduled Delivery	Monthly Charge
Delivery Stop	\$ 293.55

**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)	\$	0.18
Letters and presort	\$	0.18

**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	\$	0.847
Accountable	\$	12.89
Inserter 1 oz. (1-4)	\$	0.065
Inserter 2 oz. (5-8)	\$	0.081

**Automated Sorting**

Sort Letters	\$	0.052
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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	\$	0.075
	5,000 - 24,999 Impressions	\$	0.054
	> 25,000 Impressions	\$	0.046
Color			
	1 - 100 Impressions	\$	0.306
	101 - 500 Impressions	\$	0.262
	501 - 1000 Impressions	\$	0.240
	1001 - 2500 Impressions	\$	0.186
	2501+ Impressions	\$	0.149
	Inkjet Web/High Volume Correspondence Printing	\$	0.037
	Business Cards (basic/per box – see note)	\$	25.00

**Note:**  
 Please refer to the IDS Storefront for individual costs on Business Cards.  
 All jobs \$34.99 or less are subject to \$35.00 minimum.

Please contact an IDS Account Manager with any questions concerning print services and rates.  
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**Design Center**

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Design and Layout (per hour) – **No additional cost** as of FY21 rates

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

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B&W	\$	0.024
Color	\$	0.127

Please contact an IDS Account Manager with any questions concerning design center or SOPE services and rates.  
 303-866-4100 | [DPA\\_IDSCustomerService@state.co.us](mailto:DPA_IDSCustomerService@state.co.us).



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**Data Conversion**

Data Entry (per keystrokes)	\$	0.0108
Index — > 5 Field Index	\$	0.39 – 0.642
Index — < 5 Field Index	\$	0.304
Hourly — Web or Database Data Entry	\$	73.139

**Microfilm Conversion**

Microfilm Conversion (clean)	\$	0.090
Microfilm Conversion (old)	\$	0.189
Aperture & Microfiche Card Conversion	\$	0.052

**Scanning/Quality Control (QC)**

Price per Image	\$	0.052
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**Prep**

Simple Box Prep	\$	0.060
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**Index**

Scan/Barcode Indexing	\$	0.091
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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	\$	3.750
DVD Duplication	\$	3.850
Setup	\$	20.000

**Document Warehousing**

Pallet Storage — Monthly Stacking	\$	22.587
Pallet Storage — No Monthly Stacking	\$	33.880
Document Destruction (per box)	\$	7.000

**Additional Setup**

Hourly Charge	\$	73.139
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