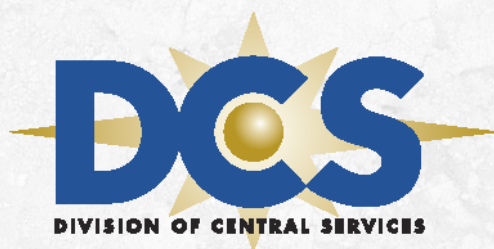


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FY06 RATE COMPARISON

**OF SERVICES AND GOOD PROVIDED BY
THE DIVISION OF CENTRAL SERVICES**



Good Government Starts Here

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RATES AND THE DIVISION OF CENTRAL SERVICES

OVERVIEW

THE DIVISION OF CENTRAL SERVICES (DCS) was created by statute¹ in 1973 to provide cost-competitive business support services to state agencies. Agencies within four counties² are required to obtain a variety of goods and services from DCS including printing, mail services, copiers, graphic arts, microfilm, etc. Agencies desiring to use private sector services to obtain goods or services provided by DCS must obtain a waiver from DCS.

In addition, this statute required implementation of a central state motor fleet system by January 1, 1993. Regardless of county, all state agencies, except institutions of higher education as allowed under HB 04-1009, are required to participate in the State Fleet Management program.

WHY DCS COMPARES RATES TO THE PRIVATE SECTOR

COLORADO REVISED STATUTES 24-30-1108(3) states, "The executive director shall have a pricing policy of remaining competitive with or at a lower rate than private industry in the operation of any service function which the executive director establishes."

PROCEDURE FOR COMPARING RATES

DCS HAS ADOPTED THE FOLLOWING PROCEDURES when conducting rate comparisons:

- 1) When obtaining pricing from the private sector, the standard rates will be requested. Scenarios regarding project work or bulk rates that result in reduced or increased pricing will not be used when requesting pricing from vendors.
- 2) Much of DCS work is project driven. When comparing costs, commonly used goods and services will be compared.
- 3) Services to be compared must be comparable. For example, the rate charged by IDS/Pueblo for data entry includes storing data yet the private sector rate is for data entry services only. In these types of instances, DCS either a) must not compare services or b) determine what percent of the rate is due to the additional service not provided by the private sector and then report that rate.

¹ §24-30-1101

² Adams, Arapahoe, Jefferson, and the city and county of Denver.

- 4) DCS rates include statewide indirect costs when those costs would be redistributed to other cash-funded agencies were DCS not in existence.
- 5) Although “value added” cannot be monetarily or numerically quantified, statements will be included as to what additional value the customer gets for the price. Examples of the value added services provided by DCS include such things as convenience of service, direct billing³ and that our goal is to cover costs and not make a profit.

GOODS AND SERVICES COMPARED

Goods and services selected for comparison in FY06 were:

Integrated Document Solutions/Pueblo

Integrated Document Solutions—Pueblo provides State agencies with document conversion services through imaging solutions, microfilm, data entry, and online processing. In addition, IDS/Pueblo offers storage and retrieval solutions through our Electronic Data Warehouse (EDW).

- Data entry
- Imaging
- Microfilm
- Electronic Data Warehouse

Integrated Document Solutions/Denver

Integrated Document Solutions—Denver consists of Mail and Print Operations and a Copier Management Program. The mail and print units provide high quality, economical, comprehensive in-house print and mail services to state, federal, and local government agencies.

IDS/Denver Mail Operations provides such services as mail sorting and processing including postage application, automated document inserting, electronic address processing, inkjet printing, Postal bar-coding, overnight shipping, mail pickup and delivery of interdepartmental and USPS (United States Postal Service) mail.

³ By direct billing the customer, the customer and therefore the state avoids the \$25.00 per transaction fee associated with issuing a warrant.

IDS/Denver Print Operations provides comprehensive professional graphic design services. The program also offers offset and digital printing services as well as bindery and small volume fulfillment.

The Copier Management Program provides quality copiers and supplies to all state agencies, as well as cities, counties, and other political subdivisions. This is administered through a statewide competitive price agreement.

- Print – Black and white copies (3 volumes)
- Print – Color copies
- Business Cards
- Design Services – hourly rate on basic design job
- Special Delivery/Courier Services (Fed Ex and UPS)

State Fleet Management Program (SFM)

The State Fleet Management program provides management oversight for all light duty vehicles throughout the life cycle of the vehicle. SFM identifies agencies' vehicle needs with the corresponding budget impact used by the legislature to establish annual budgets. SFM orders new vehicles, disposes of older ones through public auction, and arranges for purchase funding. SFM authorizes maintenance and repairs, including glass and tires. Fuel is provided using credit cards issued through the program.

The State Motor Pool rents fully equipped, late-model cars and vans to state agencies at rates that are below those available from commercial rental operations. Motor Pool rates include mileage, insurance, and fuel. These vehicles are typically rented on a daily or weekly basis.

- Motor Pool
- Vehicle Acquisition

Capitol Complex Facilities Maintenance

Capitol Complex Facilities is a full-service property management business. The Facilities Maintenance—Capitol Complex program is responsible for providing building maintenance including HVAC, plumbing, electrical, elevators, lights, general maintenance; day and evening custodial services (in-house and contractor); grounds maintenance and building security. Tenants are appropriated funds annually to cover lease costs.

COMPARISONS

INTEGRATED DOCUMENT SOLUTIONS/PUEBLO – DATA ENTRY

Data Entry Comparison			
Specs	Vendor 1	Vendor 2	IDS/Pueblo Rate
Per 1000 Keystrokes	\$2.52	\$3.25	\$3.73
	\$1,209,600	\$1,560,000	\$1,790,400
	\$0.20	\$0.26	\$0.30
Shipping Costs (Average of all three vendors)	\$0.13	\$0.13	Included
Total Cost per document	\$0.33	\$0.39	\$0.30
6,000,000	\$1,989,600	\$2,340,000	\$1,790,400

	Savings	
Vendor 1	(\$199,200)	
Vendor 2	(\$549,600)	
Average Savings=	\$374,400	

Note:		
IDS rate includes state wide overhead costs		
IDS Per Document Rate/Per Keystroke includes delivery charges		
IDS Savings Assumes Date Entry Volume of 6,000,000		
Average Keystroke	80 per document	
Average Shipping cost of	\$0.13 per document	
Average Document	2 pages	

INTEGRATED DOCUMENT SOLUTIONS/PUEBLO – IMAGING

Imaging Comparison					
Specs	Avg Document	Vendor 1	Vendor 2	Vendor 3	IDS/Pueblo
Clean Letter 200 dpi per scan	4,000,000	\$0.080	\$0.090	\$0.080	\$0.063

	Savings	
Vendor 1	(\$0.017)	(\$68,000)
Vendor 2	(\$0.027)	(\$108,000)
Vendor 3	(\$0.017)	(\$68,000)
Average Savings	(\$0.020)	\$ 81,333

INTEGRATED DOCUMENT SOLUTIONS/PUEBLO – ELECTRONIC DATA WAREHOUSE

Electronic Data Warehouse				
Specs: Average document size is 33 kilobytes				
Vendor	Rate per KB	DSG Price	Savings	
El Paso County Clerk	\$0.000100	\$0.000012	\$ 0.0000880	
	KB	KB		
IDS/Pueblo	583,000,000	583,000,000	\$ 51,304	Per year savings

EDW rates are .000012 per kilobyte		
Average size of a document 33 kilobyte		
Average cost of 1Mil images = \$4,752 per year		
\$396 per month		
Vendor – El Paso County Clerk		
Private Sector Rates are .0001 per kilobyte		
Average size of a document 33 kilobyte		
Average cost of 1 Mil images = \$7,200 per year		
\$600 per month		

Purchase of Content Management Equipment		
This system shares the costs between several large agencies.		
If an agency wants to go out on their own the cost to purchase would need to be included in the per year costs.		
Hardware		\$80,000
Software		\$150,000
TOTAL		\$230,000

INTEGRATED DOCUMENT SOLUTIONS/PUEBLO – MICROFILM

Processing			
Specs	Vendor 1	Vendor2	IDS/Pueblo
Per Image 16 mm (215 ft. rotary)	6,500,000	Images	
Income Tax	\$0.045	\$0.049	\$0.040
	\$292,500	\$318,500	\$260,000

		Savings	
	Vendor 1	(\$32,500)	
	Vendor 2	(\$58,500)	
Income Tax Savings =		\$45,500	Annually

*

* Cost information provided by the Department of Revenue. Vendor 1 is Mountain States Imaging. Vendor 2 is Docucon.

INTEGRATED DOCUMENT SOLUTIONS/DENVER – DIGITAL PRINT

Cottrell Printing	
Black Copies 1–599	\$0.070
Black Copies 600–2,999	\$0.050
Black Copies over 3,000+	\$0.040
Color Copies 1–599	\$0.470
Color Copies 600–999	\$0.370
Color Copies over 1,000+	\$0.330

FedEx Kinko's	
Black Copies 1–100	\$0.080
Black Copies 101–1,000	\$0.060
Black Copies over 1,000+	\$0.055
Color Copies 1–250	\$0.890
Color Copies 250+	\$0.790

Signal Graphics	
Black Copies 1–5000	\$0.030
Black Copies 5,000+	\$0.029
	\$0.030
Color Copies 1–999	\$0.490
Color Copies 1,000+	\$0.390

Integrated Document Solutions	
Black Copies 1–1999	\$0.037
Black Copies 2000–24999	\$0.027
Black Copies over 25,000	\$0.019
Color Copies	\$0.486

IDS saves the State of Colorado an average of 35% on jobs that exceed 5000 impressions and 54% on jobs averaging more than 25,000 impressions. These numbers are based on an annualized volume of impression in FY06 multiplied by an average impression cost of .04 each,

as charged by the private sector. The actual savings to the state annually is \$230,800.00+/- for jobs with an impression rage grater than 5000 and \$545,400.00 +/- for those jobs with more than 25,000 impressions. The approximate savings to the state annually is \$776,200.00+/-.

INTEGRATED DOCUMENT SOLUTIONS/DENVER – OFFSET PRINT

VENDOR	TWO-COLOR, 5,000 COPIES, SINGLE SHEET, PRINTED TWO SIDES, 70# WHITE TEXT, NO BINDERY	FOUR-COLOR PROCESS, 5,000 COPIES, SINGLE SHEET PRINTED TWO SIDES, 80# GLOSS WHITE TEXT, TRI-FOLDED (BROCHURE)
COTTRELL PRINTING	\$473.00	\$1,100
FEDEX KINKO'S	\$1,215.00	\$1,785.00
SIGNAL GRAPHICS	\$348.00	\$1,119.00
INTEGRATED DOCUMENT SOLUTIONS	\$346.00	\$676.75

The savings to the State of Colorado in this category is slightly skewed due to the high cost quoted by FedEx Kinko's. Due to the significant difference in that cost I will exclude them from this calculation. Based on a job requiring two-color printing on 2 sides, the state realizes an average savings of 16%. Based on an annualized volume of jobs that meet this criteria (300+/-) this translated to an annual savings of \$19,300.00+/-.

The savings to the State of Colorado in the second category is somewhat more substantial. Based on the quotes provided by the 3 private sector vendors the State saves an average of 42%. This translates to an annual savings of \$83,400.00+/- based on an average of 150 jobs meeting this criteria.

Total saving in just these two categories will average \$102,00.00+/- annually.

INTEGRATED DOCUMENT SOLUTIONS/DENVER – BUSINESS CARDS

Specs: Setup of Card and 500 Business Cards, Black Ink Only on White Card Stock.			
Vendor	Design Cost	Business Card	Total Cost
Kinkos	N/A	\$28.00	\$28.00
1509 Blake Street			
303-623-3500			
Contact: Stacy			
Sir Speedy	\$15.00	\$31.00	\$46.00
8310 N. Washington			
303-289-4747			
Contact: Peter			
Signal Graphics	\$10.00	\$33.00	\$43.00
303 16th Street, 012			
303-825-0055			
Contact: Mike			
Alpha Graphics	\$10.00	\$33.00	\$43.00
8290 West 80th Ave			
303-422-5400			
Contact: Brian			
Juniper Valley	N/A	\$32.00	\$32.00
P.O.Box 1000, AVCF			
Crowley, Colorado 81034			
www.cijvp.com			
A Fordable Printing	\$10.00	\$31.00	\$41.00
9797 W Colfax Av			
Lakewood, CO 80215-3924			
(303) 237-0406			
Contact: Kim			
IDS-Denver			\$25.00
Savings per 500			\$3.00 to \$21.00

In this business card category the State will recognize an average savings of 36%. Based on an average of 150 orders per month this equates to an average annualized savings of \$24,800.00+/-.

INTEGRATED DOCUMENT SOLUTIONS/DENVER – DESIGN SERVICES

Vendor	Hourly Rate
FedEx Kinko's	\$120.00
Signal Graphics	\$75.00
Design & Image Communications	\$100.00
Ecographics	\$75.00
Integrated Document Solutions	\$65.00

Design rates are somewhat difficult to compare due to the nature of the service it self. With the current IDS method for design billing is to only bill for the actual time required to complete a project. In many cases the design staff will encounter what is referred to in our system as a non-billable unit. A unit is 15 minutes of time in this area of IDS. A “non-billable” unit is time that may be spent traveling to a press check or to the customer site to pick up or deliver a proof. In contrast, the private sector will bill for these services and add them to their charges as additional hours to bill.

The comparison I will provide will supply average savings based on total annualized hours for FY06. The State of Colorado recognizes an average saving of 30% by utilizing the services of IDS Design. Based on an annualized average of 12,500 “billable” units in the year this translates to a savings of \$85,900.00+/. If you included the “non-billable” units this number increases to an average savings of 51% of an annualized average savings of \$215,437.00 +/-.

INTEGRATED DOCUMENT SOLUTIONS/DENVER – COURIER SERVICES

Delivery Example Basis		
Based on individual comparisons using a baseline of boxes weighing 40lbs each delivered 10 miles within 2 hours:		
Quick Silver*		
Additional cost- 18% fuel charge		
2 boxes	@	\$25.63
32 Boxes	@	\$115.00
Speedy Messenger**		
Additional cost- Mileage calculation		
2 boxes	@	\$30.25
32 Boxes	@	\$82.25
FTC Xpress Inc		
2 boxes	@	\$27.35
32 Boxes	@	\$83.75
IDS Dispatch***		
Additional cost- \$1.00 per box after 2		
2 boxes	@	\$25.00
32 Boxes	@	\$55.00

*Quicksilver
 Government Pricing
 Add on 18% for Fuel Surcharge
 Metro area deliveries only, additional cost for regional deliveries.
 **Speedy Messenger
 Metro area deliveries only, additional cost for regional deliveries.

Cost for Downtown area out is calculated by mileage
 ***IDS
 Flat rate for metro area is \$25; regional is \$40.
 Flat rate plus an additional \$1.00 per box after two boxes.

As of the end of FY06, IDS Dispatch delivery stops per year totaled more than 65,000. The cost to the IDS customer base was approximately \$700,000.00+ for FY06. This total represents the standard scheduled pick-up and deliveries performed every day by the IDS Dispatch Unit. Making an assumption that each delivery/pick-up will net approximately the equivalent to two boxes of interdepartmental mail and outgoing US mail, the conservative savings of 11% will net a savings of \$178,000.00+ annually. The 11% savings is the average savings coming from the cost comparison study. In addition to the scheduled stops IDS also provides demand courier or special deliveries averaging more than 1400 individual deliveries per year. These deliveries will range from one package to several hundred boxes at one time. IDS has set the minimum cost of a demand delivery at \$25.00, which includes two boxes. The average of the three private sector vendors is \$27.74. IDS provides approximately 550+ deliveries of this type per year. This savings only represents a 11% net savings over the private sector. In contrast, IDS demonstrates a significant savings in delivers that exceed 32 packages/boxes. In this category IDS has more than 120 delivers annually with a saving in excess of 75% to the customer base. Conservatively, this number is \$5,000.00+ annually.

STATE FLEET MANAGEMENT – MOTOR POOL DAILY RENTAL RATES

RENTAL RATES FROM ENTERPRISE CORPORATION (FY06 STMP RATES)							
Source: BOA Matrix							
Rates confirmed 5-26-06 by Nieman Porter/Enterprise							
CITY – STATE	ECONOMY*	COMPACT*	MID-SIZE*	FULL SIZE, FOUR DOOR*	MINI - VAN*	FOUR WHEEL DRIVE	15 PASS VAN
ALAMOSA, CO	\$42	\$42	\$42	\$46	\$64	\$64	\$110
ARVADA, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
ASPEN, CO	\$42	\$43	\$44	\$46	\$64	\$64	\$110
AURORA, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
BOULDER, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
BROOMFIELD, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
CASTLE ROCK, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
COLORADO SPGS, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
CORTEZ, CO	\$42	\$43	\$44	\$46	\$64	\$64	\$110
DENVER, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
DURANGO, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
ENGLEWOOD, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
FORT COLLINS, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
FRISCO, CO	\$42	\$43	\$44	\$46	\$64	\$64	\$110
GLENDALE, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
GLENWOOD SPGS, CO	\$42	\$43	\$44	\$46	\$64	\$64	\$110
GOLDEN, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
GRAND JCT, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
GREELEY, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
GUNNISON, CO	\$42	\$43	\$44	\$46	\$64	\$64	\$110
HAYDEN, CO	\$42	\$43	\$44	\$46	\$64	\$64	\$110
LAKEWOOD, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
LITTLETON, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
LONE TREE, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
LONGMONT, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
LOVELAND, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
MONTROSE, CO	\$42	\$43	\$44	\$46	\$64	\$64	\$110
NORTHGLENN, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
PARKER, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
PUEBLO, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
SHERATN, CO	\$42	\$43	\$44	\$46	\$64	\$64	\$110
SHERIDAN, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
THORNTON, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
WESTMINSTER, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100
WHEAT RIDGE, CO	\$33	\$34	\$35	\$36	\$54	\$54	\$100

Statewide Average:	\$35.31	\$36.29	\$37.26	\$38.57	\$56.57	\$56.57	\$102.57
**Estimated Fuel \$:	\$15.57	\$15.57	\$15.57	\$15.57	\$15.57	\$15.57	\$15.57
Adj. Enterprise Total:	\$50.88	\$51.86	\$52.83	\$54.14	\$72.14	\$72.14	\$118.14
DPA Motor Pool:	\$45.00	\$45.00	\$45.00	\$45.00	\$60.00	\$65.00	\$90.00
Motor Pool Over/(Under):	(\$5.88)	(\$6.86)	(\$7.83)	(\$9.14)	(\$12.14)	(\$7.14)	(\$28.14)
*Enterprise rates as of May 26, 2006.						***Estimated Annual Savings:	
*Enterprise fuel cost is not included in base rate; DPA Motor Pool fuel cost li included in daily rate							\$87,854
**Estimated Enterprise fuel cost based on FY06 average miles per rental day of 139 miles @ 25 mpg and \$ per gallon (including taxes) of \$2.80 = \$15.57							

***Annualized Savings based on FY06 estimated 7,973 rental days (based on 11 months) times average savings per rental day of \$11.02.

STATE FLEET MANAGEMENT – VEHICLE ACQUISITION

Cost Components	Leasing				Purchasing			
	(A6) Taurus	(D5) Ford Express 15 Pass Van	(F2) Chevy Silverado Ext Cab 4X4	(K2) Chevy 4X4 Trailblazer	(A6) Taurus	(D5) Ford Express 15 Pass Van	(F2) Chevy Silverado Ext Cab 4X4	(K2) Chevy 4X4 Trailblazer
Retail Price**	\$19,992	\$27,288	\$28,060	\$25,457	\$19,992	\$27,288	\$28,060	\$25,457
Upfront	\$802	\$1,038	\$940	\$946	\$0	\$0	\$0	\$0
Monthly Payments	\$401	\$519	\$470	\$471	\$470	\$641	\$659	\$598
Lease/Purch Option	\$5,755	\$10,612	\$13,115	\$9,408				
Annual Insurance	\$882	\$955	\$1,100	\$950	\$882	\$955	\$1,100	\$950
Insurance CPM	\$0.059	\$0.064	\$0.073	\$0.064	\$0.059	\$0.064	\$0.073	\$0.064
Annualized Cost	\$7,333	\$10,096	\$10,254	\$9,191	\$6,522	\$8,647	\$9,008	\$8,126
Four Year Cost	\$29,333	\$40,382	\$41,015	\$36,762	\$26,088	\$34,588	\$36,032	\$32,504
	SFM Acquisition				SFM Acquisition			
State Price	\$12,263	\$18,900	\$19,115	\$20,186	\$12,263	\$18,900	\$19,115	\$20,186
%" Savings	39%	31%	32%	21%	39%	31%	32%	21%
Monthly Payments	\$276	\$426	\$431	\$455	\$276	\$426	\$431	\$455
Annual Insurance	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165
Annualized Cost	\$3,477	\$5,277	\$5,337	\$5,625	\$3,477	\$5,277	\$5,337	\$5,625
Four Year Cost	\$13,908	\$21,108	\$21,348	\$22,500	\$13,908	\$21,108	\$21,348	\$22,500
	COMPARISON							
SFM Annual Savings	\$3,856	\$4,819	\$4,917	\$3,566	\$3,045	\$3,370	\$3,671	\$2,501
SFM 4–Year Savings	\$15,425	\$19,274	\$19,667	\$14,262	\$12,180	\$13,480	\$14,684	\$10,004
					Statewide Annualized Savings*			\$1,888,050
**Retail price approx. 10% below MSRP					*Assumes 600 vehicles purchased every year			

CAPITOL COMPLEX FACILITIES MAINTENANCE – LEASE RATES

	Capitol Complex Area	690 & 700 Kipling	Pierce Street	North Campus
Building Classification	Greater Denver Market-- Class A & B	Greater Denver Market-- Class A & B	Greater Denver Market-- Class B & C	Greater Denver Market-- Class C
Square Footage	650,123	105,318	116,448	42,871
Capitol Complex Lease Rate (per square foot)	\$ 10.56	\$ 10.56	\$ 5.76	\$ 4.04
Private Sector Lease Rate (per square foot)	\$ 18.10	\$ 18.10	\$ 14.99	\$ 13.34
Savings Per Square Foot	\$ 7.54	\$ 7.54	\$ 9.23	\$ 9.30
Total Savings in FY 06	\$ 4,898,677	\$ 793,571	\$ 1,074,233	\$ 398,700
Private Sector Lease Rates Per Square Foot				
Greater Denver Market-- Class A	\$ 19.56			
Greater Denver Market-- Class B	\$ 16.63			
Greater Denver Market-- Class C	\$ 13.34			
--Denver Chamber of Commerce, First Quarter of 2006				

The following buildings are considered Class A, due to their historic, ornate nature, or their participation in the "Greening of Government" initiative: State Capitol, Legislative Services Building, State Office Building, and State Services Building.

The buildings at 690 and 700 Kipling are viewed as Class A/B due to the technological capabilities associated with the State's computer center and the CBI crime lab.