

City of Joliet - Document Conversion Services

Quote #388364 v1



Prepared For:

Joliet, City of
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Prepared By:

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Date Issued:

09.18.2025

Expires:

10.31.2025

Document Conversion Process

Price

Qty

Ext. Price

Document Conversion Services
Document Conversion Process

All phases of this project will be performed at our production facility located in Little Chute, WI. Your documents will be picked up and transported to our facility by our staff and vehicles.

Tracking System

All records that enter and leave HBS are logged in our document tracking system. Your records will be tracked by date in, number of boxes and record type. A detailed job sheet for the record type will be created outlining the conversion requirements. Upon completion of the conversion process we log delivery date, number of files and number of images delivered and number of document boxes destroyed.

Document Preparation

The document preparation for your project will consist of removing documents from files folders, removing documents from binders, removing staples and any other paper fasteners, unfolding documents etc. Any document repair will be charged at \$35.00 an hour. HBS is not responsible for any damage to historical documents.

Document Capture

Our experienced staff uses the latest scanning equipment and image processing software to convert various media types to digital images.

Image Quality

With our capture software each image is displayed as it is being scanned into a logical batch for indexing. Each image is viewed for quality and legibility. Images that are too light, too dark or skewed are re-scanned.

Image Indexing

The index phase will be based on this Department's requirements.

Image Delivery

Upon completion of the conversion, images will be uploaded into LaserFiche. These images will be scanned as black and white tiffs, no more than 300DPI. Per the City's needs, all original paperwork will be returned or destroyed by

Document Conversion Process	Price	Qty	Ext. Price
shredding.			
Record Access			
The City of Joliet office staff will have access to its documents during normal business hours M-F 8:00am – 5:00pm. Information requested will generally be scanned and e-mailed with 4 hours of request.			

Document Conversion Pricing	Price	Qty	Ext. Price
11x17 or smaller: \$0.15 per image			
Drawings (Larger than 11x17): \$2.50 per drawings			
Water Damaged Documents (11x17 and smaller): \$0.28 per image			
Bound Books: \$0.30 per Image			
Unbound Books: \$0.22 per Image			
Travel Fee: \$200 per trip			
Boxing Fee: \$5.00 per box boxing fee if HBS must box the documents. No additional fee if the documents are already boxed.			
OCR (Optical Character Recognition): \$0.005 per image – In the past, we have not done OCR since Laserfiche has an OCR option.			

Conversion Service Notes	Price	Qty	Ext. Price
Customer agrees it is in the best position to assess its insurable interest in its Data and Customer warrants that it has adequate insurance coverage, if deemed necessary, to replace the Data, recover the value of the Data, or recuperate any damages, direct and/or indirect, that may result due to the potential loss of or damage to said Data. Customer acknowledges, understands, and agrees that Customer is solely responsible for obtaining sufficient insurance coverage for any damage and/or loss of any or all Customers documents while in the possession of third party transport or Heartland. Heartland shall have no liability whatsoever, under any circumstances, for the loss of or any damages to Customer's documents, records, data, papers, media and/or any other property/asset (herein collectively referred to as "Data") placed into Heartland's custody and/or control. Customer agrees to provide Heartland verification of Customer's insurance coverage, upon request.			
Access to your information while in our possession can be done by contacting our production department. They will retrieve the requested information and email it to the requesting party. This service is available during normal business hours, M-F, 8:00am to 5:00pm.			
The customer acknowledges that Heartland shall have no obligation to retain copies of any documents or other materials provided by the customer.			
The information set forth in this proposal are considered confidential and are not to be copied, disseminated or distributed to third parties without the written permission of Heartland. If proposal is accepted and document conversion services are performed, actual conversion quantities will be invoiced.			

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2018.v2.0 or later, or the parties have executed a current master services agreement, the signed agreement shall supersede the version on the website. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. QT.2021.v1.0

Acceptance

Chicago Illinois Office

Joliet, City of

Mauri Spampinato

Signature / Name

09/18/2025

Date

Signature / Name

Initials

Date