



**ARTURO GUAJARDO, JR.**  
**HIDALGO COUNTY CLERK**

# Memorandum

**To: Marty Salazar, Purchasing Director**

**From: Arturo Guajardo, Jr., Hidalgo County Clerk**

**Date: 11/02/2009**

**Subject: Purchase of an Industrial Type Shredder**

The County Clerk's Office is requesting to purchase an Industrial Type Shredder. The shredder should be an extremely high performance conveyor belt document shredder, combined with a bailing press. It should include a keypad control for constant operation and reverse as well as automatic reverse in the event of a paper jam; also the shredding and pressing to be conducted simultaneously. The ideal specs for the shredder we are requesting should preferably be (but not restricted to) are as follows:

- **Item:** Paper Shredder with Baler combination
- **Type:** Cross-Cut
- **Security Level:** 3 or higher
- **Shred Size:** 1/4" X 2", 5/16" x 2", 3/8" x 2"
- **Shredding Capacity:** 450 to 650 sheets
- **Shredding Speed:** 40 to 60 feet per minute
- **Throat Size:** 19" to 21"

Thank you for your attention and assistance on this matter. If you have questions, please contact Armando Perez Jr. at 956 318-2100 ext. 6107.