**Commercial Shredder for Archival use.**

The Secretary of State’s Archives Division located at 3851 Essen Lane, Baton Rouge, LA. 70809 is seeking a successful vendor to provide a commercial grade Shredder / Disintegrator to process materials to a condition where classified information cannot be extracted.

**General Requirements of Disintegrator**

* **Materials Accepted:** Shredder approved to handle paper, cardboard, staples, paper clips, optical media.
* **Operational Time:** shreds up to 500 lbs. or more / hour.
* **Final Particle Size:** Must shred to a maximum edge size of 1mm to 5mm, with commensurate screen size. Screening shall be standard security screen. Unit to collect both destroyed particles and fine dust.
* **Throat-width / Feed Opening:** Throat feed opening should range from 10 inches by 12 inches up to 10 inches by 16 inches.
* **Soundproofed:** Shredder shall be equipped with a noise reducing sound enclosure.
* The sound level of the device must not exceed a range of 85 dBA to 90 dBA.
* **Cutting System:** Multi Blade cutting system.
* **Locking**: Shredder should allow for controlled access and be able to lock via key or other locking method.

**Power Requirements**

* **Power:** 15 HP
* **Electrical:** (480 voltage/ 3 phase / 60 Hz motor)
* **On/Off Mechanism:** Must have an on/off mechanism that the operator can use safely.
* **Power Indication:** Must have a power-on indication display that the operator can see.
* **Ready Indication:** If the device requires a warm-up period before the operation, it must have a ready indication display.

**Mechanical**

* **Fit and Finish**: The device should have tight fit with no gaps between panels, loose panels, faulty doors, loose windows, or sharp edges that could cause safety or operational issues

**Calibration or Maintenance**

* All required calibration or maintenance tasks performed by the operator should be safe and easily accomplished.

Jams should be easily cleared.

Filters should be changed without using special tools.

Any shut down of the shredder either thermally induced or otherwise should be easily reset to permit regular operation.

* **Maintenance Kit:** Includes a spare set of blades, tools necessary for routine maintenance; applicable belts, and supply of heavy-duty waste collection bags and binding wire/ties.
* Operator Maintenance guide shall be provided.

**Waste Collection and Dust Filtration System**

* **Debris Collection:** Shredder should have a 0.75 HP minimum evacuation system, dual-bag waste collection system with bottomless dust filtration system. The device’s internal design must deposit the majority (99%) of the particles in the debris bin/ bag. Particulate or dust should not escape from the system.
* **Debris Full:** The device must have a full debris indicator and must automatically shut off. This must be an actual sensor measurement of the level of debris in the bin and not based on time or other criteria.
* **Debris Handling:** The device must have the ability for the operator to remove and empty the debris quickly.
* Waste and dust collection system must be integrated into an enclosure. Dust collection filter bags based on the shredder configuration can be in the enclosure.

**Safety and Environmental**

* **Emergency Off:** Must have an emergency stop mechanism that is identified. This stopping mechanism should be initiated in a single human action and override all other functions without hindering protective functions. The stop mechanism must be within a standard range from where the storage media is fed into the machine.
* **Operator Protection:** The operator must not contact any moving parts or projectiles during the operation of the paper disintegrator. The paper shredder must be in an enclosed chamber that will not allow the destruction mechanism to work until a door is closed.
* The enclosure should be fire retardant

**Administrative Requirements**

* **Labels:** Must have a label that can be easily viewed and includes the following: Company Name, Model Number, and Serial Number.
* **User / Operator Guide:** Must have an English version of the user/operator guide. The guide must include an accurate description of the disintegrator; a list of the materials the device will shred; an accurate summary of all features and functions; list of specifications (i.e., power consumption, motor size, etc.); operator allowed maintenance procedures that do not alter calibration, such as changing filters, removing a jam, lubrication, and safety procedures.
* **Warranty:** Minimum of a five year warranty. Standard manufacturer warranty on parts and labor shall apply. Warranty terms should be returned with the bid or within five days of written request.
* **Training:** Vendor shall provide required training for all applicable Secretary of State Personnel. Training should take place one to two days after installation. With advance notice from the successful vendor training can take place on the same day as delivery. Secretary of State indicates that between five and seven agency staff members will require training.
* Vendor to provide the requisite number of training hours / days as recommended by the manufacturer.
* Please indicate the number of hours and or days of training that will be provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Delivery Receiving, Installation and setup.**

* Inside delivery.
* Delivery and set up do not have to be completed on the same day. Adequate advanced delivery notice shall be provided to SOS. Installation should take place within thirty days of delivery.
* Secretary of State Personnel will assist with removing the unit from the delivery truck.
* Secretary of State Personnel will be responsible for removing existing shredder from the shredder room.
* Successful vendor will be responsible for placing the unit inside the designated shredder room. Shredder room dimensions are 11’11” x 24’ x 6”. Door to shredder room is 71” wide and 79” high.
* Vendor to complete installation, set up, and start up in designated agency shredder room**.**
* Delivery shall be between the normal working hours of 8:00am and 4:30pm.

**Overall dimensions of Disintegrator**

Please provide overall dimension (footprint) of specified shredder:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_