

## Agenda Memorandum

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**To:** Honorable Mayor and City Council Members  
**Prepared By:** Bobby Wyatt, Public Works Director  
**From:** Bryan Cobb, City Manager  
**Date:** July 17, 2023  
**Subject:** **Resolution No. 4355-23**, Purchase of Mechanical Sandbagging Machine

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**Procedure:** Consent Agenda

**Introduction:** This is a request for City Council to approve the purchase of a mechanical sandbagging machine in the amount of \$46,100 and associated budget amendment.

**Discussion:** Public Works Operations Staff recommends purchasing a mechanical sandbag filling machine for use during hurricane season. Based on previous experience, staff believes that possessing a dedicated sandbag machine will increase staff productivity and efficiency in storm preparation efforts. In researching available units, staff determined that the Ultimate Bagger manufactured by The Sandbag Store of Las Vegas, Nevada, was the appropriate unit for procurement based on safety and continuous filling. The Ultimate Bagger unit was chosen primarily because of the hopper location, which is located away from the personnel that are filling bags. This configuration allows bagging to remain consistent while the hopper is being filled.

The Ultimate Bagger can fill up to 1,200 bags per hour. The unit is compact and self-powered. It can be transported and used at any location within the City. The filling system accurately fills small bags and bulk bags, while displaying real-time production data to the operator. It can bag a variety of materials, including, but not limited to, dry sand, wet sand, soil, gravel, mulch, and stone. Staff is recommends purchasing the Ultimate Bagger to increase sandbag production during storm preparation providing more efficient means to assist residents and provide for safe operation while the machine is in use.

The price of the Ultimate Bagger sandbagging machine is \$46,100. Staff recommends purchasing an Ultimate Bagger under a sole source procurement. While there are other sandbagging machines in the market, the operational safety features of the Ultimate Bagger's configuration was the determining factor for the selection. A copy of Staff's sole source purchase justification is provided in Attachment 1. The City's Purchasing Administrator has already conducted the necessary sole source procedural steps to allow the purchase. A copy of the City's Public Notice of Intent is provided in Attachment 2.

**Budget Impact:** The purchase of the new mechanical sandbagging machine is not included in the FY 2022/23 Amended Budget. A budget amendment is provided in Exhibit 1 of Resolution No. 4355-23 to use \$46,100 from Fund Balance in the Stormwater Fund for the purchase of the machine.

**Recommendation:** It is recommended that City Council adopt Resolution No. 4355-23.

Attachment: 1) Staff Sole Source Justification for Ultimate Bagger  
2) Sole Source Public Notice of Intent