



*Human Resources Department*

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**MEMORANDUM**

TO: Maegan Dowlen  
THRU: Craig Akard, HR Director *CA*  
FROM: Candy Brown, Safety and Risk Administrator *CB*  
RE: RFPCL19-035, Physical Damage Coverage, Select Vehicles and Heavy Equipment.  
Recommendation to Extend Contract  
DATE: August 18, 2021

The current contract for the City of Lawton's physical damage coverage for select vehicles and heavy equipment, RFPCL19-035, will expire on September 30, 2021. This policy can be renewed.

Please take action to execute the renewal agreement with the vendor for the upcoming policy year, per the contract agreement.

Candy Brown,  
Safety and Risk Administrator