

# Memorandum

**To:** Maegan Dowlen, Contract Administrator  
**Thru:** Christine James, Interim Parks and Recreation Director  
**From:** Keith Neitzke, Parks & Grounds Superintendent  
**Date:** 10/7/2021  
**Subject:** **Mowing & Litter Contract Area 1**  
**Contract Number: CL22-009**

After careful review of bid documents it is staff's recommendation to award this contract, CL22-009 – Area 1 to **Adult & Teen Challenge of Oklahoma.**