

Task Order Request Form

DATE	_____	Name of CSA (Continuing Service Agreement) _____	Task Order No. _____
VENDOR	_____	QUOTE/PROPOSAL NO. _____	Quote Attached _____
BID NAME & NUMBER	_____	AMOUNT _____	
DEPT/DIVISION	_____	PROJECT NAME & NUMBER _____	

Please use this section only if you are revising the original task order, which will generate a change order.

AMENDMENT

Amendment to Original Task Order No. _____ Requested Amendment Amount: _____

Original Task Order Amount: _____ Total Revised Amount including all Amendments: _____

Total number of Amendments including this one: _____

Scope of Services; Justification for Amendment

Design is Construction Related: Yes No N/A Good Faith Estimate of Construction Value: _____

Documentation for Good Faith Estimate Attached and Valid: Yes No N/A _____

Reference if applicable: Florida Statutes 287.055, Consultants Competitive Negotiation Act (CCNA)

REQUESTOR	_____	DEPARTMENT DIRECTOR	_____
TITLE	_____	DATE	_____

******* DO NOT WRITE BELOW THIS LINE - AUTHORIZED PERSONNEL ONLY *******

Task Order: Approved Disapproved

Refer to this Task # on all documentation: _____

Council Approval Required: Yes No

Reason Disapproved:

Date: _____

_____ Purchasing/Contracts Division Manager

Date: _____

_____ City Manager

- 1) Originator: Completes form, saves as "Task Order - Name" and forwards to Department Director.
- 2) Dept. Director reviews and approves, forwards Task Order and all supporting documentation to purchasing@cocoaf1.org. (Email Subject Line must read: Task Order #, Task Order Name, Department).
- 3) Purchasing assigns a Task Order No. and is approved by the Purchasing Manager.
- 4) Purchasing submits to the City Manager for approval if under \$50K. If over \$50K Task Order must accompany an agenda and approved by council.
- 5) City Manager reviews and approves, forwarding fully executed Task Order to purchasing@cocoaf1.org.
- 6) Purchasing logs the Task Order in the database and forwards documents to the originator.