Task Order Request Form

Name of CSA (Continuing Service Agreement)

City Bid Number: _____   **Vendor:** _____

Dept./Division Name: _____   **Requestor:** _____   **Date:** _____

Project Number: _____   **Title:** _____

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

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: _____

Quote/Proposal #: _____   **Dated:** _____   **Amount:** _____

☐ Quote Attached

_____
Director's Signature

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   Yes   No   N/A

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

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

Task Order: ☐ Approved   **Refer to this Task # on all documentation:** _____

☐ Disapproved   **Council Approval Required:** ☐ Yes   ☐ No

Reason Disapproved:

_____

Date: _____   **Signature:** _____   **Title:** Purchasing/Contracts Manager
Purchasing/Contracts Manager

Date: _____   **Signature:** _____   **Title:** City Manager
City Manager

---

1) **Requestor: complete this form, save as (TASK ORDER) & save (PROPOSAL), forward to Director.**
2) **Director: review and approve, forward both Task Order Form and Proposal to purchasing@cocoafl.org**
3) **PCC: assign a Task Order No. and forward everything to Purchasing Manager.**
4) **Purchasing Manager: review and approve and forward to PCC who will forward it to City Manager if it's under $50K.**
5) **City Manager: review all documents (if under $50K), approve and forward to PCC.**
6) **PCC: log the task order in the database and forward to Requestor and Department Director. All Task Orders over $50K will be sent back to Requestor to take to Council.**