

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		
<u>AMENDMENT</u> 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: _____			
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:	<input type="checkbox"/> Approved	Refer to this Task # on all documentation: _____	
	<input type="checkbox"/> Disapproved	Council Approval Required: <input type="checkbox"/> Yes <input type="checkbox"/> 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@cocoafli.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@cocoafli.org . 6) Purchasing logs the Task Order in the database and forwards documents to the originator.			