

# Task Order Request Form

P-Form 2021.09 Revised  
03/30/2021

Name of CSA (Continuing Service Agreement)

TASK ORDER NUMBER

Date: \_\_\_\_\_

City Bid Number: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Quote/Proposal Number: \_\_\_\_\_

Dept. Number/Division Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project 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

\*\*\*\*\* 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: \_\_\_\_\_

Purchasing & Contracts Division Manager

City Manager (Purchases not to exceed \$50K)

Mayor (Purchases that exceed \$50K)

1) Requestor: Completes form and forwards all supporting documentation to Department Director.

2) Dept. Director reviews and approves, forwards Task Order and all supporting documentation to purchasing@cocoaf.org. (Subject Line to read: TO-VENDOR NAME Task # (if previously requested) PRICE-DEPT-DIV.)

3) Purchasing assigns Task Order Number and emails link that contains Task Order and all supporting documentation to the Purchasing Manager.

4) Purchasing Manager reviews and approves, uploads approved Task Order Form.

5) Task Order and all supporting documentation is forwarded to the City Manager for review and approval for Purchases not exceeding \$50K. Approved Task Order by City Manager will be returned back to purchasing@cocoaf.org. If over \$50K, Task Order and all documentation is forwarded back to Requestor who must then initiate an agenda item for City Council Approval. Once approved by City Council the City Clerk will have the Mayor sign both the Task Order Form and the Proposal if applicable and forward copies to purchasing@cocoaf.org.

6) Purchasing logs, the Task Order in the database and forwards fully executed Task Order and all supporting documentation back to Requestor.