

Task Order Request Form

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

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:	<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: _____		
<div></div>		
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.