

Task Order Request Form

Name of CSA (Continuing Service Agreement)

City Bid Number: _____

Vendor: _____

Dept./Division Name: _____

Requestor: _____

Date: _____

Project Number: _____

Title: _____

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: _____

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 Statutes 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: _____

Purchasing/Contracts Manager

Date: _____

Signature: _____

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.