

# 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

Title: Purchasing/Contracts Manager

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

Signature: \_\_\_\_\_

City Manager

Title: 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@cocoafll.org](mailto:purchasing@cocoafll.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.