

# 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	_____		

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 style="border: 1px solid black; height: 40px;"></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@cocoafi.org](mailto:purchasing@cocoafi.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@cocoafi.org](mailto:purchasing@cocoafi.org).
- 6) Purchasing logs the Task Order in the database and forwards documents to the originator.