

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: ☐ Approved Refer to this Task # on all documentation: _____

☐ Disapproved Council Approval Required: ☐ Yes ☐ No

Reason Disapproved:

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.