

# Task Order Request Form

<b>DATE</b>	Name of CSA (Continuing Service Agreement)	Task Order No.
<b>VENDOR</b>	QUOTE/PROPOSAL NO.	Quote Attached
<b>BID NAME &amp; NUMBER</b>	AMOUNT	
<b>DEPT/DIVISION</b>	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)

<b>REQUESTOR</b> _____	<b>DEPARTMENT DIRECTOR</b> _____
<b>TITLE</b> _____	<b>DATE</b> _____

**\*\*\*\*\* DO NOT WRITE BELOW THIS LINE - AUTHORIZED PERSONNEL ONLY \*\*\*\*\***

Task Order: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Reason Disapproved:	<b>Refer to this Task # on all documentation:</b> _____ Council Approval Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Date:</b> _____  <b>Date:</b> _____	_____ Purchasing/Contracts Division Manager  _____ City Manager
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- 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](mailto: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](mailto:purchasing@cocoaf1.org).
- 6) **Purchasing** logs the Task Order in the database and forwards documents to the originator.