

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@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.