

Task Order Request Form

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|------------------------------|--|----------------|
| 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.