



**FIRST AMENDMENT TO AGREEMENT FOR SHIP/HOME/CDBG HOUSING REHABILITATION  
BETWEEN THE CITY OF OCALA, THE HOMEOWNER, AND THE CITY SELECTED CONTRACTOR**

THIS FIRST AMENDMENT TO AGREEMENT FOR SHIP/HOME/CDBG ROOF REPLACEMENT BETWEEN THE CITY OF OCALA, THE HOMEOWNER, AND THE CITY SELECTED CONTRACTOR ("First Amendment") is entered into by and between the **CITY OF OCALA**, a Florida municipal corporation ("City"), acting as agent for **MANUEL RODRIGUEZ** ("Owner"), and **R & R BUILDERS, LLC**, a limited liability company duly organized and authorized to do business in the state of Florida (EIN# 20-1321261) ("Contractor").

**WHEREAS**, on April 11, 2023, City, Owner, and Contractor entered into an Agreement for SHIP/HOME/CDBG Housing Rehabilitation (the "Original Agreement"), City of Ocala Contract No.: CDS/220247; and

**WHEREAS**, City, Owner, and Contractor now desire to amend the Original Agreement to extend the Time for Performance necessitated by a Work Change Directive issued July 17, 2023 and attached hereto as **Exhibit A – Work Change Directive**.

**NOW THEREFORE**, in consideration of each of the foregoing recitals and the following mutual covenants, conditions and other good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, City, Owner and Contractor agree as follows:

1. **RECITALS.** City and Contractor hereby represent and warrant that the Recitals set forth above are true and correct.
2. **INCORPORATION OF ORIGINAL AGREEMENT.** The Original Agreement between City, Owner, and Contractor is hereby incorporated by reference as if set forth herein in its entirety and remains in full force and effect, except for those terms and conditions expressly amended by this First Amendment.
3. **AMENDMENT TO PARAGRAPH 7.D. – TIME FOR PERFORMANCE.** The language contained in Paragraph 6.D. – Time for Performance of the Original Agreement is hereby deleted and replaced with the following (all remaining sections of Paragraph 7 – Time for Performance remain in effect):

**All work shall be substantially completed by Contractor in a manner satisfactory to the City Project Manager by SEPTEMBER 17, 2023 and ready for final payment within TEN (10) days of substantial completion.**

4. **NOTICES.** All notices, certifications or communications required by this First Amendment shall be given in writing and shall be deemed delivered when personally served, or when received if by facsimile transmission with a confirming copy mailed by registered or certified mail, postage prepaid, return receipt requested. Notices can be concurrently delivered by email. All notices shall be addressed to the respective parties as follows:

**If to Contractor:**

R & R Builders, LLC  
Attention: Rita Ravenscraft  
1 Pecan Run Harbor  
Ocala, FL 34472  
E-Mail: [rita@rrbuilders.org](mailto:rita@rrbuilders.org)  
PH: 352-680-0231

**If to City:**

Daphne Robinson, Esq., Contracting Officer  
City of Ocala, City Hall  
110 SE Watula Avenue  
Ocala, FL 34471  
E-Mail: [notices@ocalafl.org](mailto:notices@ocalafl.org)  
PH: 352-629-8343

**CONTRACT #: CDS/220247**

with copy to:

William E. Sexton, Esq., City Attorney  
 City of Ocala  
 110 SE Watula Avenue, 3<sup>rd</sup> Floor  
 Ocala, FL 34471  
 E-Mail: [cityattorney@ocalafl.org](mailto:cityattorney@ocalafl.org)  
 PH: 352-401-3972

5. **COUNTERPARTS.** This First Amendment may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.
6. **ELECTRONIC SIGNATURE(S).** Contractor, if and by offering an electronic signature in any form whatsoever, will accept and agree to be bound by said electronic signature to all terms and conditions of this First Amendment. Further, a duplicate or copy of the First Amendment that contains a duplicated or non-original signature will be treated the same as an original, signed copy of this original First Amendment for all purposes.
7. **LEGAL AUTHORITY.** Each person signing this First Amendment on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment.

**IN WITNESS WHEREOF,** the parties have executed this Agreement on the dates set forth below.

**ATTEST:**

DocuSigned by:

*Angel B. Jacobs*

F82769461C4E4E3...

Angel B. Jacobs  
 City Clerk

**CITY OF OCALA**

DocuSigned by:

*Pete Lee*

5BB28E162F2E4C2...

Peter Lee  
 City Manager

Date: 8/14/2023

**Reviewed and Approved by Community  
 Development Services Department:**

DocuSigned by:

*James Haynes*

42DEB23861D041D...

James Haynes, Director  
 Community Development Services

**Approved as to form and legality:**

DocuSigned by:

*William E. Sexton*

B07DCFC4E86E429...

William E. Sexton, Esq.  
 City Attorney

**R & R BUILDERS, LLC**

DocuSigned by:

*Rita Ravenscraft*

F7960A625319480...

(Authorized Signatory)

By: Rita Ravenscraft

(Printed Name of Signatory)

Title: Managing Member

(Title of Authorized Signatory)

Date: 8/14/2023



CONTRACT #: CDS/220247

**Witnesses for Property/Homeowner  
Signature:**

*Yvette J. Grillo*  
(Signature of First Witness)

Yvette J. Grillo  
(Printed Name of First Witness)

*N. Cox*  
(Signature of Second Witness)

Natalia A. Cox  
(Printed Name of Second Witness)

**PROPERTY/HOMEOWNER**

*Manuel P. J. Rodriguez*  
(Signature of Property/Homeowner)

MANUEL J. RODRIGUEZ  
(Printed Name of Homeowner)

Date: 8/16/2023

CONTRACT #: CDS/220247

Exhibit AWork Change Directive

PO#: CDS/220247 DATE: 7-17-23  
 PROJECT NAME: Manuel Rodriguez  
 PROJECT ADDRESS: 844 NE 4th Ave, Ocala FL  
 CONTRACTOR SIGNATURE: Rita Rausenrafft

The following change(s) have been requested:

Requesting 60 day Extension
Permit was not released until 7-5-23

✓ Contractor's Estimate Attached

APPROVALS:

James Haynes

DATE:

8/2/2023

Christopher Lewis

Christopher Lewis

8/2/2023

Estimated increase/decrease in Contract Price

Current Contract Price: \$ no change

Request No.: ( ) \$ \_\_\_\_\_

New Proposed Price: \$ \_\_\_\_\_

Estimated increase/decrease in Contract TimesCompletion: 60 days.

New end date 9/17/2023

If the change involves an increase, the  
estimated amount is not to be exceeded  
without further authorization

If the change involves an increase, the estimated  
times are not to be exceeded without further  
authorization

COMMENTS: \_\_\_\_\_

**NOTE: PLEASE E-MAIL COMPLETED FORM TO [CLEWIS@OCALAFI.ORG](mailto:CLEWIS@OCALAFI.ORG)  
IF YOU HAVE ANY QUESTIONS PLEASE CALL CHRIS LEWIS (352) 629-8333**

S:\COO\_ACM\_DS\_Development\_and\_Planning\Grant Programs\CDBG\Master Documents\Contract for Housing Rehab\Contractor packet



**Certificate Of Completion**

Envelope Id: D1279E6C4187487185411AE3FEF9F3F4

Status: Completed

Subject: First Amendment to CDBG Rehab Agreement Rodriguez (CDS/220247)

Source Envelope:

Document Pages: 4

Signatures: 5

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US &amp; Canada)

Envelope Originator:

Brittany Craven

110 SE Watula Avenue

City Hall, Third Floor

Ocala, FL 34471

biverson@ocalafl.org

IP Address: 216.255.240.104

**Record Tracking**

Status: Original

8/7/2023 12:16:21 PM

Holder: Brittany Craven

biverson@ocalafl.org

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Ocala - Procurement &amp; Contracting

Location: DocuSign

**Signer Events**


James Haynes

jhaynes@ocalafl.org

Director, Community Development Services

Security Level: Email, Account Authentication  
(None)**Signature**

DocuSigned by:

  
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Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

**Timestamp**

Sent: 8/7/2023 12:18:16 PM

Viewed: 8/9/2023 1:03:20 PM

Signed: 8/9/2023 1:03:31 PM

**Electronic Record and Signature Disclosure:**

Accepted: 3/7/2023 8:03:46 AM

ID: 2896330f-34db-4ce4-a6ef-e3f38eda28a0

William E. Sexton

wsexton@ocalafl.org

City Attorney

City of Ocala

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

  
B07DFCFC4E88E429...

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Sent: 8/9/2023 1:03:33 PM

Viewed: 8/11/2023 3:31:13 PM

Signed: 8/11/2023 3:31:20 PM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Rita Ravenscraft

rita@rrbuilders.org

Managing Member

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

  
F7900A026319400...

Signature Adoption: Pre-selected Style

Using IP Address: 73.120.149.231

Sent: 8/11/2023 3:31:21 PM

Viewed: 8/14/2023 2:45:46 PM

Signed: 8/14/2023 2:46:10 PM

**Electronic Record and Signature Disclosure:**

Accepted: 8/14/2023 2:45:46 PM

ID: e5ae3895-ccdb-4081-a94d-a1bf394e086f

Pete Lee

plee@ocalafl.org

City Manager

City of Ocala

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

  
5BB28E162F2E4C2...

Signature Adoption: Pre-selected Style


Using IP Address: 216.255.240.104

Sent: 8/14/2023 2:46:11 PM

Viewed: 8/14/2023 3:43:00 PM

Signed: 8/14/2023 3:43:11 PM

**Electronic Record and Signature Disclosure:**

Signer Events	Signature	Timestamp
Not Offered via DocuSign		
Angel B. Jacobs ajacobs@ocalafl.gov April 19 City of Ocala Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104	Sent: 8/14/2023 3:43:13 PM Viewed: 8/14/2023 3:50:45 PM Signed: 8/14/2023 3:51:01 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/7/2023 12:18:16 PM
Certified Delivered	Security Checked	8/14/2023 3:50:45 PM
Signing Complete	Security Checked	8/14/2023 3:51:01 PM
Completed	Security Checked	8/14/2023 3:51:01 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		