



## FIRST AMENDMENT TO AGREEMENT FOR SHIP/HOME/CDBG ROOF REPLACEMENT

THIS FIRST AMENDMENT TO AGREEMENT FOR SHIP/HOME/CDBG ROOF REPLACEMENT, ("First Amendment") is entered into by and between the **CITY OF OCALA**, a Florida municipal corporation ("City"), **WILLIE MAE ISAAC** ("Owner"), and **THE FORD DESIGN GROUP, LLC**, a limited liability company duly organized and authorized to do business in the state of Florida (EIN: 01-0859010) ("Contractor").

**WHEREAS**, on February 5, 2024, City, Owner, and Contractor entered into an Agreement for SHIP/HOME/CDBG roof replacement (the "Original Agreement"), City of Ocala Contract No.: CDS/240178; and

**WHEREAS**, City, Owner, and Contractor now desire to amend the Original Agreement to reflect an increase in the Contract Price necessitated by the Work Change Directive issued April 25, 2024 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 5 – COMPENSATION.** The language contained in Paragraph 5 – Compensation of the Original Agreement is hereby deleted and replaced with the following (all remaining sections of Paragraph 5 – Compensation remain in effect):

**COMPENSATION.** City shall pay Contractor, on behalf of the Owner, for the performance of the work, and in accordance with the contract documents, a total price in the amount of **ELEVEN THOUSAND, SEVEN HUNDRED NINETY AND NO/100 DOLLARS (\$11,790)**. It is understood the amounts to be paid will be for satisfactory work completed rather than the estimated prices. Payments shall be made, at the unit price and/or lump sums specified for the various items in the Contractor's proposal as provided in the specifications.

- A. The modified Contract Price represents the sum of the original bid price of **\$9,880** and the total cost of **Change Order #1** as set forth in **Exhibit A – Work Change Directive**.
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: The Ford Design Group, LLC  
Attention: Zurny Ford  
111 N. Orange Ave.  
Orlando, Florida 32801  
E-Mail: [fordrecovery@gmail.com](mailto:fordrecovery@gmail.com)  
PH: 321-231-4518

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

with copy to: William E. Sexton, Esq., City Attorney  
City of Ocala  
110 SE Watula Avenue, Third Floor  
Ocala, FL 34471  
E-Mail: [cityattorney@ocalafl.gov](mailto:cityattorney@ocalafl.gov)

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.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]**



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

**ATTEST:**

**CITY OF OCALA**

DocuSigned by:  
*Angel B. Jacobs*  
\_\_\_\_\_  
Angel B. Jacobs  
City Clerk

DocuSigned by:  
*Christopher Watt*  
\_\_\_\_\_  
Christopher Watt  
Chief of Staff  
  
Date: 5/9/2024

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

**THE FORD DESIGN GROUP, LLC**

DocuSigned by:  
*James Haynes*  
\_\_\_\_\_  
James Haynes, Director  
Community Development Services

DocuSigned by:  
*Zurny Ford*  
\_\_\_\_\_  
(Authorized Signatory)  
  
By: Zurny Ford  
(Printed Name of Signatory)

**Approved as to form and legality:**

Title: CEO/CGC/CCC  
(Title of Authorized Signatory)

DocuSigned by:  
*William E. Sexton*  
\_\_\_\_\_  
William E. Sexton, Esq.  
City Attorney

Date: 5/9/2024



CONTRACT# CDS/240178

**Witnesses for Property/Homeowner  
Signature:**

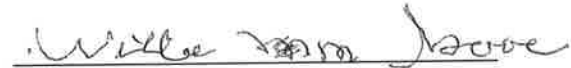
  
(Signature of First Witness)

Ailin C Abboud  
(Printed Name of First Witness)

  
(Signature of Second Witness)

Natalia Cox  
(Printed Name of Second Witness)

**PROPERTY/HOMEOWNER**

  
(Signature of Property/Homeowner)

Willie on Isaac  
(Printed Name of Homeowner)

Date: 6~~th~~ 6-5-24

**Exhibit A - Work Change Directive****CONTRACT# CDS/240178****Work Change Directive**

PO#: \_\_\_\_\_

DATE: 3/29/2024PROJECT NAME: Issac reroofPROJECT ADDRESS: 1315 SW 5th Street, Ocala, FL.CONTRACTOR SIGNATURE: \_\_\_\_\_  


The following change(s) have been requested:

Additional Fascia/Truss wood replacement (300 LF allotment)
1x4x98 LF - Fascia board, 1x2x 160 LF - Drip kicker, 2x6x132 LF - sub fascia, 1x6x16 LF - Fascia
1x12"x12"x156 siding ( top replace top plate for strap), 2x4x120 Wall Top plate replacement
Grand Total (additional lumber L & M) = \$1,910.00

✓ ~ Contractor's Estimate Attached

APPROVALS:

DATE:

Robin Ford  
James Haynes04/25/2024Christopher Lewis  
Christopher Lewis4/9/2024

Estimated increase/decrease in Contract Price

Estimated increase/decrease in Contract Times

Current Contract Price: \$ 9880.00Completion: 0 days.Request No.: (1) \$ 1,910.00New Proposed Price: \$ 11,790.00If the change involves an increase, the  
estimated amount is not to be exceeded  
without further authorizationIf 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@OCALAFL.ORG](mailto:CLEWIS@OCALAFL.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

**Exhibit A - Work Change Directive**

**CONTRACT# CDS/240178**



Florida State Licensed General Contractor CGC1516405  
Florida State Licensed Roofing Contractor CCC1331112  
A MBE - LBD Company (Orange County, City of Orlando, GOAA, & OCPS)  
A DBE Company (FDOOT)

**Engineering, Construction, and Roofing**

March 22, 2024 (revised 3/27/24)

To: **City Of Ocala % Christopher Lewis**  
201 SE 3rd Street 2nd Floor  
Ocala, FL. 34471

From: **The Ford Design Group, LLC**  
3735 S. Hwy 27 Suite 105  
Clermont, FL. 34711  
Ph: 321-231-4518

RE: **Change Order request (Issac - 1315 SW 5th ST)**

**Description:** The original bid proposal requested (300 LF) of lumber replacement for fascia and truss/rafter reinforcement.

**Additional 552 LF (\$5 LF) dimensional lumber:**

1. 1x4x98 LF - Fascia board
2. 1x2x 160 LF - Drip kicker
3. 2x6x132 LF - sub fascia
4. 1x6x16 LF - Fascia
5. 1x12"x12"x156 siding ( top replace top plate for strap)
6. 2x4x120 Wall Top plate replacement
7. (300 LF deducted from totals above from bid allotment)

**Grand Total (additional lumber L & M) = \$1,910.00**

\_\_\_\_\_  
SIGNATURE (OWNER OR AUTHORIZED REPRESENTATIVE)

\_\_\_\_\_  
DATE

THE SIGNED ACCEPTANCE OF THIS REQUEST OBLIGATES THE ABOVE ENTITY/INDIVIDUAL TO PAY FOR THE SERVICES OUTLINED IN THE SCOPE OF WORK.

Thank you for your business,  
Zurny DeShawn Ford, CEO/CGC/CCC  
[s.ford@theforddesignfirm.com](mailto:s.ford@theforddesignfirm.com)  
[ford@recovery@gmail.com](mailto:ford@recovery@gmail.com)  
321-231-4518  
[www.theforddesignfirm.com](http://www.theforddesignfirm.com)

**Certificate Of Completion**

Envelope Id: 05B604B3F6AA47F1AAB44DE7493F2263

Subject: SIGNATURE - 1ST Amendment for HOME/SHIP/CDBG Roof Replacement (CDS/240178)

Source Envelope:

Document Pages: 6

Certificate Pages: 5

AutoNav: Enabled

Envelopeld Stamping: Enabled

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

Status: Completed

Envelope Originator:

Porsha Ullrich

110 SE Watula Avenue

City Hall, Third Floor

Ocala, FL 34471

pullrich@ocalafl.gov

IP Address: 216.255.240.104

**Record Tracking**

Status: Original

5/9/2024 10:05:07 AM

Security Appliance Status: Connected

Storage Appliance Status: Connected

Holder: Porsha Ullrich

pullrich@ocalafl.gov

Pool: StateLocal

Pool: City of Ocala - Procurement &amp; Contracting

Location: DocuSign


Location: DocuSign

**Signer Events**

Zurny Ford

fordrecovery@gmail.com

CEO/CGC/CCC

Security Level: Email, Account Authentication  
(None)**Signature**DocuSigned by:  
Zurny Ford  
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Signature Adoption: Pre-selected Style

Using IP Address: 104.136.133.121

**Timestamp**

Sent: 5/9/2024 10:09:41 AM

Viewed: 5/9/2024 1:18:44 PM

Signed: 5/9/2024 1:20:34 PM

**Electronic Record and Signature Disclosure:**

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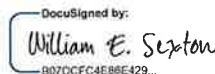
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William E. Sexton

wsexton@ocalafl.org

City Attorney

City of Ocala

Security Level: Email, Account Authentication  
(None)DocuSigned by:  
William E. Sexton  
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Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

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Viewed: 5/9/2024 1:22:56 PM

Signed: 5/9/2024 1:26:20 PM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Christopher Watt

cwatt@ocalafl.org

Chief of Staff

Security Level: Email, Account Authentication  
(None)DocuSigned by:  
Christopher Watt  
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Signature Adoption: Pre-selected Style

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Viewed: 5/9/2024 1:30:39 PM

Signed: 5/9/2024 1:31:09 PM

**Electronic Record and Signature Disclosure:**

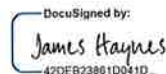
Accepted: 5/9/2024 1:30:39 PM

ID: e6c8a02f-5432-4529-a48f-01d019755227

James Haynes

jhaynes@ocalafl.org

Director, Community Development Services

Security Level: Email, Account Authentication  
(None)DocuSigned by:  
James Haynes  
42DEB23861D041D...

Signature Adoption: Pre-selected Style


Using IP Address: 216.255.240.104

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Signed: 5/9/2024 1:43:16 PM

**Electronic Record and Signature Disclosure:**

Signer Events	Signature	Timestamp
Accepted: 3/7/2023 8:03:46 AM ID: 2896330f-34db-4ce4-a6ef-e3f38eda28a0		
Angel B. Jacobs ajacobs@ocalafl.org City Clerk Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104	Sent: 5/9/2024 1:43:17 PM Viewed: 5/9/2024 1:53:49 PM Signed: 5/9/2024 1:54:03 PM

**Electronic Record and Signature Disclosure:**  
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ID: e084eb60-e736-4b99-95fd-e3302f20c6f4

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	5/9/2024 10:09:41 AM
Certified Delivered	Security Checked	5/9/2024 1:53:49 PM
Signing Complete	Security Checked	5/9/2024 1:54:03 PM
Completed	Security Checked	5/9/2024 1:54:03 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact City of Ocala - Procurement & Contracting:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [contracts@ocalafl.org](mailto:contracts@ocalafl.org)

#### **To advise City of Ocala - Procurement & Contracting of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from City of Ocala - Procurement & Contracting**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with City of Ocala - Procurement & Contracting**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.