



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

THIS SECOND AMENDMENT TO AGREEMENT FOR SHIP/HOME/CDBG ROOF REPLACEMENT BETWEEN THE CITY OF OCALA, THE HOMEOWNER, AND THE CITY SELECTED CONTRACTOR ("Second Amendment") is entered into by and between the **CITY OF OCALA**, a Florida municipal corporation ("City"), acting as agent for **ELLAWESE HAMPTON** ("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 May 30, 2023, City, Owner, and Contractor entered into an Agreement for SHIP/HOME/CDBG Housing Rehabilitation (the "Original Agreement"), City of Ocala Contract No.: CDS/220812; and

**WHEREAS**, on September 19, 2023 City, Owner, and Contractor entered into a First Amendment Agreement for SHIP/HOME/CDBG Housing Rehabilitation (the "Original Agreement"), City of Ocala Contract No.: CDS/220812; and

**WHEREAS**, City, Owner, and Contractor now desire to amend the Original Agreement to reflect an increase in the Contract Price necessitated by a Work Change Directive issued August 14, 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 Second 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 **EIGHTY-SIX THOUSAND, TWO HUNDRED AND SEVENTY-FIVE AND NO/100 (\$86,275)**. 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 **\$84,050** and the total cost of **Change Order #2** as set forth in **Exhibit A – Work Change Directive Two**.

4. **NOTICES.** All notices, certifications or communications required by this Second 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

**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 Second 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 Second Amendment. Further, a duplicate or copy of the Second Amendment that contains a duplicated or non-original signature will be treated the same as an original, signed copy of this original Second Amendment for all purposes.
7. **LEGAL AUTHORITY.** Each person signing this Second Amendment on behalf of either party individually warrants that he or she has full legal power to execute this Second 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 Second Amendment.

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



**CONTRACT #: CDS/220812**

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

**ATTEST:**

DocuSigned by:  
*Angel B. Jacobs*

F82769481C4E4E5...  
Angel B. Jacobs  
City Clerk

**CITY OF OCALA**

DocuSigned by:  
*Peter Lee*

5BB28E162F2E4C2...  
Peter Lee  
City Manager

Date: 9/21/2023

**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*

807DCFC4E88E429...  
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: 9/20/2023



**Witnesses for Property/Homeowner**

**Signature:**

  
(Signature of First Witness)

Shaneka Coreene  
(Printed Name of First Witness)

  
(Signature of Second Witness)

CHRISTOPHER LEWIS  
(Printed Name of Second Witness)

**PROPERTY/HOMEOWNER**

  
(Signature of Property/Homeowner)

Ellawase Hampton  
(Printed Name of Homeowner)

Date: 9-25-23

**Work Change Directive**

PO#: CDS/220812 DATE: 8-14-23  
PROJECT NAME: Ellawood Hampton  
PROJECT ADDRESS: 1324 SE 18<sup>th</sup> Place, Ocala FL  
CONTRACTOR SIGNATURE: Rita Rounschaft

The following change(s) have been requested:

Install two ADA toilets and one
low back one piece toilet
material & labor
Additional Cabinet Work
Caulking in Living Room

✓ Contractor's Estimate Attached

APPROVALS:

  
James Haynes

DATE:

8/23/23  
Christopher Lewis8/14/2023

Estimated increase/decrease in Contract Price

Current Contract Price: \$ 84,050.00Request No.: (1) \$ 22,250.00New Proposed Price: \$ 86,275.00

Estimated increase/decrease in Contract Times

Completion: \_\_\_\_\_ days.

If 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 Two

CDS/220812

R & R Builders, LLC

### Estimate

CGC1507984

## 1 Pecan Run Harbor

Ocala, FL 34472

Date	Estimate #
8/14/2023	Hampton 01

Name / Address
City of Ocala 201 SE 3rd Street 2nd Floor Ocala, FL 34471 Attention: Chris Lewis

Project

Description	Qty	Cost	Total
This estimate is for Ellawese Hampton, 1324 SE 18th Place, Ocala			
Install two ADA toilets and One Low back one piece toilet	1	1,925.00	1,925.00
Additional Cabinet Work		200.00	200.00
caulking in living room		100.00	100.00
~~~~~ CHANGE ORDER ~~~~~			
Thank you for your business.		<b>Total</b>	\$2,225.00

**Certificate Of Completion**

Envelope Id: 6E69B7A372774185A4EC8EE917E4E09C

Status: Completed

Subject: Second Amendment to CDBG Rehab Agreement - Hampton, RR Builders, LLC (CDS 220812)

Source Envelope:

Document Pages: 6

Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

Brittany Craven

AutoNav: Enabled

110 SE Watula Avenue

Envelopeld Stamping: Enabled

City Hall, Third Floor

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

Ocala, FL 34471

biverson@ocalafl.org

IP Address: 216.255.240.104

**Record Tracking**

Status: Original

Holder: Brittany Craven

Location: DocuSign

9/20/2023 7:38:50 AM

biverson@ocalafl.org

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:  
*James Haynes*  
42DEB23861D041D...

Signature Adoption: Pre-selected Style

Using IP Address: 174.211.224.213

Signed using mobile

**Timestamp**

Sent: 9/20/2023 7:41:59 AM

Viewed: 9/20/2023 8:45:13 AM

Signed: 9/20/2023 8:45:33 AM

**Electronic Record and Signature Disclosure:**

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

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

Rita Ravenscraft

rita@rrbuilders.org

Managing Member

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
*Rita Ravenscraft*  
F7960A625319480...

Signature Adoption: Pre-selected Style

Using IP Address: 73.120.149.231

Sent: 9/20/2023 8:45:34 AM

Viewed: 9/20/2023 9:15:05 AM

Signed: 9/20/2023 9:15:20 AM

**Electronic Record and Signature Disclosure:**

Accepted: 9/20/2023 9:15:05 AM

ID: 5563178a-05b2-419c-acfd-7d777401a4e5

William E. Sexton

wsexton@ocalafl.org

City Attorney

City of Ocala

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
*William E. Sexton*  
B07DCFC4E88E429...

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Sent: 9/20/2023 9:15:21 AM

Viewed: 9/21/2023 10:22:25 AM

Signed: 9/21/2023 10:22:29 AM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Peter Lee

plee@ocalafl.org

City Manager

City of Ocala

Security Level: Email, Account Authentication  
(None)

DocuSigned by:  
*Peter Lee*  
5D028C162F2C402...

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Sent: 9/21/2023 10:22:30 AM

Viewed: 9/21/2023 2:20:17 PM

Signed: 9/21/2023 2:20:26 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: 9/21/2023 2:20:28 PM Viewed: 9/21/2023 3:19:09 PM Signed: 9/21/2023 3:19:55 PM

**Electronic Record and Signature Disclosure:**  
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	9/20/2023 7:41:59 AM
Certified Delivered	Security Checked	9/21/2023 3:19:09 PM
Signing Complete	Security Checked	9/21/2023 3:19:55 PM
Completed	Security Checked	9/21/2023 3:19:55 PM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		