



# AUTO RENEWAL FORM

**CS-24-348**

**Renewal of (title of agreement/contract):** Commercial Pest Control Service Agreement

This letter confirms the renewal of the Agreement/Contract on the terms set out below.

## General information

No.	Topic	Details
1	Department	Solid Waste
2	Vendor	Bug Out Service Inc
3	Agreement/Contract	Contract No.: <u>CM2900</u> Auto Renewal No. <u>AR5</u> Funding Account(s): <u>01344534-546020</u> Amount: <u>\$ 456.00</u>

## Agreement/Contract Renewal

On behalf of the Nassau County Board of County Commissioners, the Department gives notice that it wishes to exercise the option to automatically renew the term of the Agreement/Contract for 1 year, beginning 08/01/2025 and ending 07/31/2026, in accordance with the terms of the above referenced agreement.

Yours sincerely,

Doug Podiak 5/6/2025  
Department Head: \_\_\_\_\_ Date

**Risk Manager Initials:** MP

**Approved by:**

Chris Lacambra *CP* 5/6/2025  
Office of Management & Budget Director \_\_\_\_\_ Date

Evelyn Burton 5/7/2025  
Procurement Director \_\_\_\_\_ Date

Denise C. May, Esq., BCS *EM* 5/8/2025  
County Attorney \_\_\_\_\_ Date

**COUNTY MANAGER – FINAL SIGNATURE APPROVAL**

Taco E. Pope 5/9/2025  
Taco E. Pope, AICP, County Manager \_\_\_\_\_ Date

## Certificate Of Completion

Envelope Id: 1ADAC5A8-3EF3-42D6-BFAD-1B606152F99B

Status: Completed

Subject: Bug Out CM2900-AR5 \$456.00

Source Envelope:

Document Pages: 2

Signatures: 9

Envelope Originator:

Certificate Pages: 6

Initials: 5

Noami Davis

AutoNav: Enabled

ndavis@nassaucountyfl.com

Envelopeld Stamping: Enabled

IP Address: 10.101.81.137

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

## Record Tracking

Status: Original

Holder: Noami Davis

Location: DocuSign

5/6/2025 8:08:51 AM

ndavis@nassaucountyfl.com

## Signer Events

### Signature

### Timestamp

Becky Diden

bdiden@nassaucountyfl.com

Recycle Coordinator

Nassau County BOCC

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 5/6/2025 8:17:25 AM

Viewed: 5/6/2025 8:17:48 AM

Signed: 5/6/2025 8:19:51 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Doug Podiak

dpodiak@nassaucountyfl.com

Facilities Director

Nassau County BOCC

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 5/6/2025 8:19:54 AM

Viewed: 5/6/2025 12:14:42 PM

Signed: 5/6/2025 12:15:01 PM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Tracy Poore

tpoore@nassaucountyfl.com

OMB Admin

Nassau County BOCC

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 5/6/2025 12:15:03 PM

Viewed: 5/6/2025 12:59:01 PM

Signed: 5/6/2025 12:59:37 PM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

chris lacambra

clacambra@nassaucountyfl.com

OMB Director

Nassau County BOCC

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 5/6/2025 12:59:39 PM

Viewed: 5/6/2025 1:59:28 PM

Signed: 5/6/2025 1:59:54 PM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
<p>Michelle Proctor  mproctor@nassaucountyfl.com  Risk Manager  Security Level: Email, Account Authentication (None)</p>	<p><i>MP</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 10.101.81.9</p>	<p>Sent: 5/6/2025 1:59:57 PM  Viewed: 5/6/2025 2:08:59 PM  Signed: 5/6/2025 2:10:14 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Evelyn Burton  eburton@nassaucountyfl.com  Procurement  Nassau County BOCC  Delegate Of: Lanaee Gilmore  lgilmore@nassaucountyfl.com  Security Level: Email, Account Authentication (None)</p>	<p><i>Evelyn Burton</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 10.101.81.9</p>	<p>Sent: 5/6/2025 2:10:16 PM  Viewed: 5/7/2025 7:43:32 AM  Signed: 5/7/2025 7:43:51 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Elizabeth Moore  emoore@nassaucountyfl.com  Assistant County Attorney  Nassau County  Security Level: Email, Account Authentication (None)</p>	<p><i>EM</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 5/7/2025 7:43:54 AM  Resent: 5/8/2025 1:30:00 PM  Viewed: 5/8/2025 3:35:55 PM  Signed: 5/8/2025 3:36:35 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Denise C. May, Esq., BCS  dmay@nassaucountyfl.com  County Attorney  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p>	<p><i>Denise C. May, Esq., BCS</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 5/8/2025 3:36:37 PM  Viewed: 5/8/2025 3:51:57 PM  Signed: 5/8/2025 3:52:24 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Taco Pope, AICP  tpope@nassaucountyfl.com  County Manager  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p>	<p></p> <p>Signature Adoption: Drawn on Device  Using IP Address: 50.238.237.26</p>	<p>Sent: 5/8/2025 3:52:27 PM  Viewed: 5/9/2025 9:45:39 AM  Signed: 5/9/2025 9:45:50 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Clerk Finance  boccap@nassauclerk.com  Nassau County Clerk  Security Level: Email, Account Authentication (None)</p>	<p><i>Clerk Finance</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 12.23.69.254</p>	<p>Sent: 5/9/2025 9:45:53 AM  Viewed: 5/9/2025 10:06:30 AM  Signed: 5/9/2025 10:06:56 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 2/4/2021 9:59:11 AM  ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		

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
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Clerk Services bocclerksservices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 5/9/2025 10:06:58 AM Viewed: 5/9/2025 1:14:46 PM
Procurement Department procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 5/9/2025 10:06:59 AM
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	5/6/2025 8:17:25 AM
Envelope Updated	Security Checked	5/8/2025 1:29:59 PM
Envelope Updated	Security Checked	5/8/2025 1:29:59 PM
Certified Delivered	Security Checked	5/9/2025 10:06:30 AM
Signing Complete	Security Checked	5/9/2025 10:06:56 AM
Completed	Security Checked	5/9/2025 10:06:59 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

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From time to time, County of Nassau (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.

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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 County of Nassau:**

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: [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com)

### **To advise County of Nassau 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 [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) 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.

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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 [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) 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 County of Nassau**

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