

Oldham County Board of Education

6165 W. Highway 146, Crestwood, KY 40014 · (502) 241-3500

INVITATION TO BID

Ice Cream Products — District-Wide (Elementary, Middle & High Schools)

School Nutrition Services · Independent District Solicitation (Not an OVEC Cooperative Bid)

Mandatory Requirement — Allergen Guarantee

This is a non-negotiable condition of award. Any bid that cannot meet this requirement will be deemed non-responsive and will not be considered, regardless of price.

A. Bidding Instructions

Bids will be received in the office of the Superintendent, 6165 W. Highway 146, Crestwood, Kentucky, from Tuesday, July 21, 2026 through 11:00 a.m. (Eastern) on Thursday, August 6, 2026. Mailed bids must be marked "Bid — Ice Cream Products"; electronic bids may be sent to Kate Luxemburger, School Nutrition Services, at kate.luxemburger@oldham.kyschools.us by the deadline.

Bids will be opened privately by School Nutrition Services staff and are not read aloud or open to the public. A district evaluation committee will review all submissions for compliance and completeness.

Bids must be submitted as a Competitive Sealed Bid on the district's official form and held firm for the initial term, August 15, 2026 through June 30, 2027. The Board may, at its sole discretion, renew the contract on the same terms for up to three (3) additional one-year terms; any renewal-term price adjustment is subject to the Board's approval. This procurement follows the Kentucky Model Procurement Code (KRS Chapter 45A) and USDA Child Nutrition procurement standards, independent of the OVEC cooperative process.

B. Allergen Safety Requirements

Every bid must affirmatively address the following, or it will be deemed non-responsive:

- Guarantee cross-contact controls for the top nine major allergens (milk, egg, peanut, tree nuts, wheat, soy, fish, shellfish, sesame), except where dairy is an intentional ingredient.
- Provide third-party audited documentation or facility certification of the allergen control program — not just a label disclaimer.
- Offer at least one nut-free product line and one non-dairy / dairy-free alternative.
- Submit a written allergen statement and a current Smart Snack Product Calculator printout for every product offered.
- Resubmit documentation any time a product's formulation changes; an undisclosed change affecting allergen content is a material breach.

C. Product & Delivery Requirements

All products must meet USDA Smart Snacks in School standards for the grade groups served and be individually portioned for direct-to-student service. No substitutions are allowed without prior written approval from the Director of School Nutrition.

Deliveries must occur at least every two weeks during operating school months, between 7:30 a.m. and 2:30 p.m., unless arranged otherwise with the site's School Nutrition Manager, who must sign the invoice to confirm delivery. The awarded bidder must keep nutritional data, ingredient labels, allergen statements, and Smart Snack documentation current for every product awarded.

D. Awarding the Contract

After bidding closes, a district evaluation committee will review all bids for compliance with Section B and evaluate the remainder on price, taste/quality, service, and past performance. The committee's recommendation goes to the Board of Education, which will make the final award at its next regular meeting. Bids may not be withdrawn for 60 days after closing, and the Board reserves the right to waive minor defects, reject any or all bids, or award by item, combination, or lot.

E. Contract Terms

- Payments are processed within 30 days after the end of the month; no gratuities may be offered or accepted.
- The contractor must retain contract records for three years after final payment and make them available to the district or state/federal auditors.
- The contractor must carry general and product liability insurance — extending to allergen cross-contact or mislabeling claims — and submit a current Certificate of Insurance with the bid.
- Either party may terminate on 30 days' written notice; the district may terminate immediately for breach, including any failure to meet the Section B allergen requirements.
- The district will use the awarded vendor as its exclusive supplier for these items, except in an emergency. The vendor must fill 100% of ordered items; failing to do so, or to maintain allergen compliance, is a default.

F. Vendor Conduct & Compliance

- The contractor must maintain current food safety certification (e.g., HACCP) and follow proper frozen-food temperature and handling guidelines for all deliveries.
- On-site workers must follow school conduct standards: no weapons, drugs, or alcohol; no smoking/vaping; no fraternizing with students; professional language and dress; and no registered sex offenders, verified through the Kentucky State Police registry.
- Bidders should double-check bids before submitting — errors found after the bid opening cannot be corrected.
- The bidder must comply with the Buy American Act (7 CFR 210.21(d)) for USDA Child Nutrition Programs.
- The contractor may not discriminate in employment on the basis of race, religion, color, sex, national origin, or other protected class, and must post the required equal-opportunity notices.

BID SPECIFICATIONS**Ice Cream Products — District-Wide (Elementary, Middle & High Schools)***Initial Contract Term: August 15, 2026 through June 30, 2027 (with up to 3 one-year renewal options)*

The Oldham County Board of Education will receive bids on ice cream products for district-wide service across all Elementary, Middle, and High School sites. Bids must be in the office of the Superintendent, Crestwood, Kentucky, by 11:00 a.m., Thursday, August 6, 2026. Please complete the product/pricing table below in full, including the mandatory allergen-controlled and non-dairy alternative lines. Bids must be completed on this form. Please return one copy and keep one copy for your records.

Note on volumes:

Estimated monthly volumes below are placeholders — replace with confirmed per-site usage figures before posting. Unlike the pizza program, ice cream volume/product-mix data was not included in what was provided for this draft.

Product / Item	Portion Size	Units / Case	Est. Monthly Volume	Bid Price / Case	Price / Unit
Vanilla cup (individual serving)	_____	_____	_____	_____	_____
Chocolate cup (individual serving)	_____	_____	_____	_____	_____
Strawberry / fruit cup (individual serving)	_____	_____	_____	_____	_____
Ice cream sandwich	_____	_____	_____	_____	_____
Novelty bar / stick item	_____	_____	_____	_____	_____
Sherbet cup (individual serving)	_____	_____	_____	_____	_____
Frozen fruit bar / ice pop	_____	_____	_____	_____	_____
Ice cream cone (pre-packaged)	_____	_____	_____	_____	_____
Allergen-controlled / nut-free alternative	_____	_____	_____	_____	_____
Non-dairy / dairy-free alternative	_____	_____	_____	_____	_____

SUBMITTED BY:

NAME _____ TITLE _____

SIGNATURE _____ DATE _____ PHONE _____

LEGAL NOTICE

Notice is hereby given that the Board of School Trustees of the Oldham County School District, 6165 W. Highway 146, Crestwood, KY 40014, shall receive sealed bids for Ice Cream Products for district-wide service at all Elementary, Middle, and High Schools.

This is an independent district solicitation; Oldham County Schools is not utilizing the Ohio Valley Educational Cooperative (OVEC) cooperative ice cream contract for this term.

Mailed bids should be clearly marked "Bid — Ice Cream Products" on the outside of the envelope. Electronic bids may be submitted to Kate Luxemburger, Oldham County Schools Food Service, at kate.luxemburger@oldham.kyschools.us, provided they are received by the deadline. All bids shall be in compliance with the laws governing such matters, and the Board reserves the right to reject any and all bids and to waive any formality in the process.

Bid documents are to be submitted by 11:00 a.m. EST on August 6, 2026, to:

Oldham County Board of Education
6165 W. Highway 146
Crestwood, KY 40014
ATTN: Kate Luxemburger

Board of School Trustees
Oldham County School District