



Finance

September 24, 2025

VIA EMAIL: [proctors@hersheyicecream.com](mailto:proctors@hersheyicecream.com)

Hershey Creamery Company  
1700 White Circle NW  
Marietta, GA 30066  
ATTN: Mr. Steve Proctor

Reference: **ITB 25-22 School Nutrition Ice Cream Products – Renewal Request**

Greetings:

The DeKalb County School District (“DCSD”) desires to renew the award of the items listed below on **ITB 25-22 School Nutrition Ice Cream Products** for one (1) year on the same terms, conditions and pricing as stated in the bid. The purpose of this letter is to obtain **Hershey Creamery Company’s** acceptance of DCSD’s offer to renew the award of Bid No. 25-22.

The renewal is subject to the DeKalb County Board of Education’s (“Board”) approval and will be effective from April 1, 2026, through March 31, 2027. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates **Hershey Creamery Company’s** consideration of this offer to renew the award of Bid No. 25-22.

If accepted, please submit a copy of your company’s proof of insurance reflecting the coverage(s) stated within the original solicitation document, sign the acceptance below and email both documents no later than Wednesday, October 1, 2025, to [sharmaine.greenland@dekalbschoolsga.org](mailto:sharmaine.greenland@dekalbschoolsga.org). Insurance policy or policies must be maintained throughout the term of this agreement. A copy of the insurance requirements is included.

Best regards,

*Carla L. Smith*

Carla L. Smith  
Executive Director, Vendor Services  
CLS/smg  
c: Dr. Connie Walker  
Ms. Teresa Adams

**ACKNOWLEDGMENT**

**Hershey Creamery Company** hereby accepts DeKalb County School District’s offer to renew the award of ITB 25-22 School Nutrition Ice Cream Products at the same prices, terms, and conditions as the original award, until March 31, 2027. **Hershey Creamery Company** understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

  
\_\_\_\_\_  
Authorized Signatory

*Steve Proctor*  
\_\_\_\_\_  
Name (Typed or Printed)

9/29/25  
Date

*Branch Manager*  
\_\_\_\_\_  
Title of Authorized Signatory