

LETTER OF INTENT TO APPLY & NOTICE OF SUBCONTRACTOR NEEDS

The following agency declares its intention to apply as an Elderly Nutrition Provider (ENP) under Title III C of the Older Americans Act.

<u>1. ENP Applicant:</u>	Business Name: Community Renewal Team, Inc. Address: 555 Windsor Street, Hartford CT 06120 Telephone: 860-560-5826 Fax: 860-560-5829 Email: Stefanie@crtct.org Contact: Stefanie Belding				
<u>2. Geographic Area Covered:</u>	<p>CAPITOL REGION: Bloomfield, East Hartford, East Windsor, Glastonbury, Hartford, Manchester, Newington, Rocky Hill, South Windsor, West Hartford, Wethersfield, Windsor and Windsor Locks.</p>				
<u>3. Subcontractor Needs – check one:</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td>This agency will submit an application without subcontractors</td> </tr> <tr> <td style="text-align: center;">x</td> <td>This agency will subcontract services – See details below</td> </tr> </table>		This agency will submit an application without subcontractors	x	This agency will subcontract services – See details below
	This agency will submit an application without subcontractors				
x	This agency will subcontract services – See details below				
<p>Potential subcontractors should contact this ENP applicant to receive complete quotation/contract information. Deadline for submission of formal subcontractor quotations to this ENP applicant is listed below. NO FORMAL QUOTATIONS WILL BE ACCEPTED AFTER THE DEADLINE.</p>					
<u>4. Subcontractor Quotation Submission Deadline</u>	Deadline Date: March 2, 2009 Deadline Time: 2:00 pm Number of copies to be submitted: 1 Original + 2 Copies Submit Quotations to: Community Renewal Team, Inc. Attention: Nutrition Department BID 555 Windsor Street Hartford CT 06120				

5. ITEMS TO BE SUBCONTRACTED

Activity	Pages of ENP Proposal Form to be completed for Subcontractor Quotation	Subcontractor Formal Quotation (FQ) or Small Subcontractor (SC) Requested	ENP Will Provide Without a Subcontractor
Meal Preparation Including: food sanitation and safety, and final product quality	Pages: 8 -16 and appropriate meal cost quotation sheets	X (Kosher Meals Only - SC)	X
Menu Development	Pages: 17-19		X
Menu Certification	Pages: 20-21		X
Community Café Meal Delivery	Pages: 22-23		X
Home Delivered Meal Delivery	Pages: 24-25		X
Client Assessments	Pages: 41-42		X
Nutrition Education	Pages: 43-46	X (SC)	X
Outreach	Pages: 47-53		X

***Small Caterer/Contractor Procurement Policy Process**

6. PROJECT CALENDAR

Month	Estimated # of Serving Days	Holidays
October	21	No Holidays
November	19	3 Holidays (Veteran's Day, Thanksgiving & Day After)
December	20	1 Holiday (Christmas Day)
January	20	2 Holidays (New Year's Day & Martin Luther King Day)
February	18	2 Holidays (Lincoln's Birthday and President's Day)
March	22	No Holiday
April	20	1 Holiday (Good Friday)
May	22	1 Holiday (Memorial Day)
June	22	No Holidays
July	20	1 Holiday (4 th of July)
August	23	No Holidays
September	20	1 Holiday (Labor Day)
Estimated Total # of Serving Days	247	12 Holidays*

*These are CRT observed Holidays and does not reflect additional closing related to other Religions Holidays and/or Host Congregate Site Closings

7. ESTIMATED NUMBER OF MEALS PROPOSED BY ENP

Type of Meal	Meals for which Formal Caterer Quotations (FQ) or Small Caterer Process (SC) May Be Requested		Meals to be prepared by ENP without a subcontractor	
	Congregate	Home Delivered	Congregate	Home Delivered
Congregate (regular)			107,323	
Home Delivered, double pack				54,834 meals (27,417 paks)
Home Delivered, hot only				26,923
Home Delivered, cold only				
Home Delivered, frozen				
Breakfast meals				
Dinner meals			1,369	
Special event meals				
Restaurant meals				
Quick chilled meals				18,144
Emergency meals, shelf stable				459
Emergency meals, frozen				
Kosher Meals	18,351			
Spanish meals			6,396	
Russian meals				
Other ethnic meals (specify)				
Diabetic meals				
Chopped/pureed meals				
Other special diets or therapeutic (specify)				
Other (specify)				
Total (unduplicated)	18,351		115,088	100,360*

****Home delivered meals reflect modified/therapeutic diets.***

8. Estimated number of meals to be served per day

Type of Meal	Meals for which Formal Caterer Quotations (FQ) or Small Caterer Process (SC) May Be Requested		Meals to be prepared by ENP without a subcontractor	
	Congregate	Home Delivered	Congregate	Home Delivered
Mondays	76-83 Kosher	0	478	115
Tuesdays	76-83 Kosher	0	478	115
Wednesdays	76-83 Kosher	0	478	115
Thursdays	76-83 Kosher	0	478	115
Fridays	76-83 Kosher	0	478	215
Saturdays				
Sundays				
Estimated Total Weekly Meals	380-415 Kosher	0	2,390	675

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites	2	20
Home delivered meal routes	0	19