

## 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 IIIC of the Older Americans Act.

<b><u>1. ENP Applicant:</u></b>	Business Name: <b>Community Renewal Team, Inc.</b> Address: <b>555 Windsor Street, Hartford, CT 06120</b> Telephone: <b>860-560-5826</b> Fax: <b>860-560-5829</b> Email: <b>Stefanie@crtct.org</b> Contact: <b>Stefanie Belding</b>				
<b><u>2. Geographic Area Covered:</u></b>	<p><b>CAPITOL REGION:</b> Bloomfield, East Hartford, East Windsor, Glastonbury, Hartford, Manchester, Newington, Rocky Hill, South Windsor, West Hartford, Wethersfield, Windsor, and Windsor Locks.</p>				
<b><u>3. Subcontractor Needs – check one:</u></b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td><b>This agency will submit an application without subcontractors</b></td> </tr> <tr> <td style="text-align: center;"><b>X</b></td> <td><b>This agency will subcontract services – See details below</b></td> </tr> </table>		<b>This agency will submit an application without subcontractors</b>	<b>X</b>	<b>This agency will subcontract services – See details below</b>
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<p>Potential subcontractors should contact this ENP applicant directly to receive complete quotation/contract information. Deadline for submission of formal subcontractor quotations to this ENP applicant is listed below. <b>NO FORMAL QUOTATIONS WILL BE ACCEPTED AFTER THE DEADLINE.</b></p>					
<b><u>4. Subcontractor Quotation Submission Deadline</u></b>	<b>Deadline Date:</b> February 10, 2012 <b>Deadline Time:</b> 4:00 PM <b>Number of copies to be submitted:</b> 1 original/2 copies <b>Submit Quotations to:</b> Community Renewal Team, Inc. Attention: Nutrition Department BID 555 Windsor Street Hartford, CT 06120				

**5. ITEMS TO BE SUBCONTRACTED**

Activity	Pages of ENP Application 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
Nutrition Education	Pages: 41-44	X (SC)50%	X 50%
Outreach	Pages: 45-47		X
Nutrition Counseling	Page: 55	X(SC)	

**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 & President's Day)
March	22	No Holidays
April	20	1 Holiday (Good Friday)
May	22	1 Holiday (Memorial Day)
June	22	No Holidays
July	20	1 Holiday (4 <sup>th</sup> of July)
August	23	No Holidays
September	20	1 Holiday (Labor Day)
Estimated Total # of Serving Days	247	

\*These are CRT observed Holidays and do not reflect additional closing related to other Religious 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)			121,604	
Home Delivered, double pack				39,324 or 19,662 packs
Home Delivered, hot only				15,906
Home Delivered, cold only				
Home Delivered, frozen				
Breakfast meals				
Dinner meals				
Special event meals				
Restaurant meals				
Quick chilled meals				13,098
Emergency meals, shelf stable				486
Emergency meals, frozen				
Kosher Meals				
Spanish meals			6396	
Russian meals				
Other ethnic meals (specify)				
Diabetic meals				
Chopped/pureed meals				
Other special diets or therapeutic (specify)				
Other (specify)				
<b>Total (unduplicated)</b>			<b>121,030</b>	<b>74,724</b>

**\* 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	65-80		470	243
Tuesdays	65-80		510	243
Wednesdays	65-80		510	243
Thursdays	65-80		470	243
Fridays	65-80		450	465
Saturdays				
Sundays				
Estimated Total Weekly Meals			2410	1437

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites	2	22
Home delivered meal routes		16