

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.

<u>1. ENP Applicant:</u>	Business Name: CW Resources, Inc. Address: 200 Myrtle Street New Britain, CT 06053 Telephone: 860.229.7700 Fax: 860.229.6847 Email: rwilliams@cwresources.org Contact: Robert Williams
<u>2. Geographic Area Covered:</u>	Capitol Region: Bloomfield, East Hartford, East Windsor, Glastonbury, Hartford, Manchester, Newington, Rocky Hill, South Windsor, West Hartford, Wethersfield, Windsor, Windsor Locks
<u>3. Subcontractor Needs – check one:</u>	
	This agency will submit an application without subcontractors
X	This agency will subcontract services – See details below
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. NO FORMAL QUOTATIONS WILL BE ACCEPTED AFTER THE DEADLINE.	
<u>4. Subcontractor Quotation Submission Deadline</u>	Deadline Date: 10 February 2012 Deadline Time: 3 pm Number of copies to be submitted: 1 Submit Quotations to: rwilliams@cwresources.org

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	Kosher 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
Outreach	Pages: 45-47		X
Nutrition Counseling	Page: 55		X

6. PROJECT CALENDAR

Month	Estimated # of Serving Days	Holidays
October	22	Columbus Day 10/8/2012
November	20	Veteran's Day 11/12/2012 Thanksgiving Day 11/22/2012
December	20	Christmas 12/25/2012
January	21	New Year 1/1/2013 MLK 1/21/2013
February	18	President Day 2/18/2013
March	20	Good Friday 3/29/2013
April	22	none
May	22	Memorial Day 5/27/2013
June	20	none
July	22	Independence Day 7/4/2013
August	22	none
September	20	Labor Day 9/2/2013
Estimated Total # of Serving Days	249	

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)			138,000	
Home Delivered, double pack				96,000
Home Delivered, hot only				40,000
Home Delivered, cold only				
Home Delivered, frozen				
Breakfast meals				
Dinner meals				
Special event meals				
Restaurant meals				
Quick chilled meals				10,000
Emergency meals, shelf stable				
Emergency meals, frozen				2,000
Kosher Meals	16,000 (sc)			
Spanish meals			9,000	12,000
Russian meals				
Other ethnic meals (specify)				
Diabetic meals				
Chopped/pureed meals				
Other special diets or therapeutic (specify)				
Other (specify)				
Total (unduplicated)	16,000	0	147,000	160,000

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			537	400-550
Tuesdays			548	400-550
Wednesdays			485	400-550
Thursdays			473	400-550
Fridays			485	400-550
Saturdays			149	
Sundays			149	
Estimated Total Weekly Meals			2826	2,000-2,750

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites	0	23
Home delivered meal routes	0	14