

## 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>	<b>FARMINGTON VALLEY REGION:</b> Avon, Canton, East Granby, Farmington, Hartland, Granby, Simsbury, Suffield				
<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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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>					
<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**

<b>Activity</b>	<b>Pages of ENP Application Form to be completed for Subcontractor Quotation</b>	<b>Subcontractor Formal Quotation (FQ) or Small Subcontractor (SC) Requested</b>	<b>ENP Will Provide Without a Subcontractor</b>
Meal Preparation Including: food sanitation and safety, and final product quality	Pages: 8 -16 and appropriate meal cost quotation sheets		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)	X
Outreach	Pages: 45-47		X
Nutrition Counseling	Page: 55		X

**6. PROJECT CALENDAR**

<b>Month</b>	<b>Estimated # of Serving Days</b>	<b>Holidays</b>
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)			12,064	
Home Delivered, double pack				5151 or 2,575 pks
Home Delivered, hot only				1,235
Home Delivered, cold only				
Home Delivered, frozen				
Breakfast meals				
Dinner meals				
Special event meals				
Restaurant meals				
Quick chilled meals				708
Emergency meals, shelf stable				30
Emergency meals, frozen				
Kosher Meals				
Spanish meals				
Russian meals				
Other ethnic meals (specify)				
Diabetic meals				
Chopped/pureed meals				
Other special diets or therapeutic (specify)				
Other (specify)				
<b>Total (unduplicated)</b>			<b>12,064</b>	<b>7,124</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			0	25
Tuesdays			76	25
Wednesdays			40	25
Thursdays			76	25
Fridays			40	37
Saturdays				
Sundays				
Estimated Total Weekly Meals			232	137

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites		3
Home delivered meal routes		2/3