

## 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>CW Resources, Inc.</b> Address: <b>200 Myrtle Street</b> <b>New Britain, CT 06053</b>  Telephone: 860.229.7700 Fax: 860.229.6847 Email: rwilliams@cwresources.org Contact: Robert Williams
<b><u>2. Geographic Area Covered:</u></b>	<b>Housatonic Valley</b> Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, New Milford, Newtown, Redding, Ridgefield, Sherman
<b><u>3. Subcontractor Needs – check one:</u></b>	
<input type="checkbox"/>	<b>This agency will submit an application without subcontractors</b>
<input checked="" type="checkbox"/>	<b>This agency will subcontract services – See details below</b>
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>	Deadline Date: <b>10 February 2012</b> Deadline Time: <b>3 pm</b> Number of copies to be submitted: <b>1</b> Submit Quotations to: rwilliams@cwresources.org

**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	3 Restaurant & Kosher (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**

<b>Month</b>	<b>Estimated # of Serving Days</b>	<b>Holidays</b>
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)			28,000	
Home Delivered, double pack				83,800 (41,900 dbl)
Home Delivered, hot only				1,000
Home Delivered, cold only				
Home Delivered, frozen				8,000 (4,000 dbl)
Breakfast meals				
Dinner meals				
Special event meals				
Restaurant meals	1,500 (sc)			
Quick chilled meals				
Emergency meals, shelf stable				1,500
Emergency meals, frozen				1,500
Kosher Meals		1,200 (sc)		
Spanish meals				3,000
Russian meals				
Other ethnic meals (specify)				
Diabetic meals				
Chopped/pureed meals				
Other special diets or therapeutic (specify)				
Other (specify)				
Salad Bar				
<b>Total (unduplicated)</b>	<b>1,500</b>	<b>1,200</b>	<b>28,000</b>	<b>98,800</b>

**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	1		117	380
Tuesdays	1		113	380
Wednesdays	1		103	380
Thursdays	1		113	380
Fridays	1		93	380
Saturdays				
Sundays				
Estimated Total Weekly Meals	5		539	1900

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites	3 Restaurants	6
Home delivered meal routes	0	10