

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: City of Torrington, LHNWENP Address: 88 East Albert Street Torrington, Ct 06790 Telephone: 860-482-4151 Fax: 860-496-5900 Email: joel_sekorski@torringtonct.org Contact: Joel Sekorski
<u>2. Geographic Area Covered:</u>	Litchfield Hills/Northwest Barkhamsted, Canaan, Colebrook, Cornwall, Goshen, Harwinton, Kent, Litchfield, Morris, New Hartford, Norfolk, North Canaan, Roxbury, Salisbury, Sharon, Torrington, Warren, Washington, Winchester
<u>3. Subcontractor Needs – check one:</u>	
<input type="checkbox"/>	This agency will submit an application without subcontractors
<input checked="" type="checkbox"/>	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: 2/10/2012 Deadline Time: 4:00pm Number of copies to be submitted: 5 Submit Quotations to: LHNWENP Att. Joel Sekorski 88 East Albert Street Torrington, CT 06790

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	
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
November	19	Veterans Day, Thanksgiving (2)
December	20	Christmas (City Contract)
January	21	New Years Day, Martin L. King
February	19	Lincoln's, President's Day
March	21	
April	22	Good Friday
May	22	Memorial Day
June	20	
July	22	July 4 th
August	22	
September	20	Labor Day
Estimated Total # of Serving Days	250	

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)	35,000			
Home Delivered, double pack		61,000		
Home Delivered, hot only				
Home Delivered, cold only				
Home Delivered, frozen		As needed		
Breakfast meals				
Dinner meals				
Special event meals				
Restaurant meals				
Quick chilled meals				
Emergency meals, shelf stable				
Emergency meals, frozen		If needed		
Kosher Meals				
Spanish meals				
Russian meals				
Other ethnic meals (specify)				
Diabetic meals				
Chopped/pureed meals				
Other special diets or therapeutic (specify)		As needed		
Other (specify)				
Total (unduplicated)	35,000	122,000		

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	140	235 2pk		
Tuesdays	140	235 2pk		
Wednesdays	140	235 2pk		
Thursdays	135	235 2pk		
Fridays	120	235 2pk		
Saturdays		As needed		
Sundays		As needed		
Estimated Total Weekly Meals	675	1173 2pk incl. weekends		

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites	11	
Home delivered meal routes	12	