

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 Litchfield Hills NW / ENP 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 Area as listed in RFP application Page 1 of 6
<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 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: 2/6/09 Deadline Time: 4:00pm Number of copies to be submitted: 5 Submit Quotations to: LHNWENP 88 East Albert Street Torrington, CT 06790

5. ITEMS TO BE SUBCONTRACTED

Activity	Pages of ENP Proposal 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
Client Assessments	Pages: 41-42	N/A	N/A
Nutrition Education	Pages: 43-46	X	
Outreach	Pages: 47-53		X

6. PROJECT CALENDAR

Month	Estimated # of Serving Days	Holidays
October	21	Columbus Day
November	18	Veterans Day, Thanksgiving (2)
December	22	Christmas (City Contract)
January	19	New Years Day, Martin L. King
February	18	Lincolns, Presidents
March	23	
April	21	Good Friday
May	20	Memorial Day
June	22	
July	21	July 4 th
August	22	
September	21	Labor Day
Estimated Total # of Serving Days	248	

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)	40,000			
Home Delivered, double pack		70,000		
Home Delivered, hot only				
Home Delivered, cold only				
Home Delivered, frozen		As needed		
Breakfast meals				
Dinner meals				
Special event meals	As needed			
Restaurant meals				
Quick chilled meals				
Emergency meals, shelf stable				
Emergency meals, frozen				
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)	40,000	140,000		

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	170 +	1346 2pk		
Tuesdays	170+	1346 2pk		
Wednesdays	170+	1346 2pk		
Thursdays	200	1346 2pk		
Fridays	180	1346 2pk		
Saturdays				
Sundays				
Estimated Total Weekly Meals	770 to 850	13460 2pk meals		

9. Proposed number of:	To Be Subcontracted	ENP Without a Subcontractor
Congregate meal sites	11	
Home delivered meal routes	13	