



Request for Proposals (RFP) Kennel Supply & Installation

1. RFP ISSUANCE

RFP Title:

Kennel Supply & Installation

Issuing Organization:

Medicine Hat SPCA
55 Southwest Drive SW
Medicine Hat, Alberta, T1A 8E8

RFP Issue Date:

April 7, 2026

RFP Closing Date & Time:

May 11, 2026, 4:00 P.M. (MST)

2. Purpose of the RFP

The Medicine Hat SPCA (MHSPCA) is seeking proposals from qualified vendors to **design, supply, and install replacement dog kennels** at its shelter facility. The goal is to replace aging chain-link kennel fronts with **safe, durable, hygienic, and animal welfare focused kennel systems** that support daily operations and long-term sustainability.

3. Scope of Work

Vendors must be able to provide the following, either directly or through approved subcontractors:

- Design and fabrication of kennel fronts (and related components)
- Removal and disposal of existing kennel materials (if applicable)
- Supply of all materials, hardware, and finishes
- Installation at the MHSPCA shelter
- Optional: coatings (e.g., powder coating), warranty support, and maintenance guidance

4. Mandatory Vendor Qualifications

Proposals **must** demonstrate the following to be considered:

4.1 Business & Legal Standing

- Registered business operating in Alberta
- Valid WCB clearance
- Proof of commercial general liability insurance
- Ability to enter a contract with a nonprofit organization

4.2 Relevant Experience

- Minimum 2 years of experience supplying and/or installing kennel systems, animal housing, or similar industrial/commercial metal systems
- Demonstrated experience with animal shelters, veterinary facilities, or comparable environments (preferred but not mandatory)

4.3 Site Visit Capability

- Willingness to complete a site visit at the MHSPCA shelter before final pricing
- Ability to work within an operational shelter environment (animals on site)

5. Technical & Design Criteria

Proposals will be evaluated on the following technical requirements:

5.1 Materials & Construction

- Materials must be:
 - Rust resistant
 - Suitable for frequent wash-down and disinfecting
 - Free of sharp edges, protrusions, or pinch points
- Preference for:
 - Steel or equivalent durable materials
 - Welded or reinforced construction
 - Reduced chew, pull, and escape risk

5.2 Animal Welfare & Safety

- Design must minimize:
 - Injury risk to dogs and staff
 - Stress behaviours (e.g., biting, pulling, climbing)
- Easy, quiet operation of doors and latches
- Secure locking mechanisms appropriate for shelter use

5.3 Cleanability & Maintenance

- Smooth surfaces to reduce bacterial buildup
- Materials compatible with common shelter disinfectants
- Design that allows efficient daily cleaning by staff

6. Installation & Project Management

Vendors must outline:

- Installation approach and timeline
- Phased installation options (if required to keep shelter operational)

7. Pricing & Cost Transparency

Proposals must include:

- Itemized pricing, including:
 - Cost per kennel (or kennel front)
 - Installation costs
 - Optional features (e.g., powder coating, upgrades)
- Clear identification of:
 - One-time costs vs. optional future costs
 - Any assumptions or exclusions
- Acknowledgement that MHSPCA may proceed incrementally or in phases, subject to funding

8. Warranty, Support & Longevity

Vendors should clearly state:

- Warranty period on:
 - Materials
 - Workmanship
- Expected lifespan of the kennel system
- Post installation support options
- Availability of replacement parts

9. Sustainability & Local Value (Preferred)

While not mandatory, preference may be given to vendors who demonstrate:

- Use of durable, long-life materials
- Local or regional manufacturing, fabrication, or installation
- Reduced long-term maintenance costs
- Willingness to work with a non-profit budget and fundraising timeline

10.Proposal Submission Requirements

Each proposal must include:

1. Company profile and contact information
2. Description of relevant experience
3. Technical description of proposed kennel system
4. Photos or specifications of similar past projects
5. Installation plan and timeline
6. Itemized pricing
7. Proof of insurance and WCB
8. At least two references

11.Evaluation Criteria & Weighting

Proposals will be evaluated using the following weighted criteria:

Criteria	Weight
Price & value for money	30%
Technical quality & safety of design	25%
Experience with similar projects	15%
Installation plan & feasibility	15%
Warranty & long-term durability	10%
Local value / nonprofit alignment	5%

12.Procurement Conditions

- MHSPCA reserves the right to:
 - Accept or reject any proposal
 - Request clarifications or revised pricing
 - Select one or multiple vendors
 - Proceed in phases or delay the project based on funding
- Submission of a proposal does **not** guarantee award of a contract

13.Submission Deadline & Contact

- Proposals must be submitted by: **May 11, 2026**
- Site visits available by appointment
- RFP contact : **director@medhatspca.ca**