

Message from Dexter King, Director, Strategic Procurement Services

Labour Disruption: Inbound Deliveries to Keele and Glendon Campuses

In an effort to ensure incoming goods reach their ultimate destination during the labour disruption; Strategic Procurement Services (SPS) has made the following arrangements effective Monday February 26, 2024:

Mail Delivery

Canada Post will deliver mail to the Keele and Glendon Campuses prior to set up of picket lines, so daily delivery of incoming mail should not be impacted. Outgoing mail may be delayed by one day depending on scheduling.

Alternate Delivery /Incoming Courier Items

Some unionized Couriers will not cross picket lines so SPS have contacted our four (4) principal courier companies (i.e. FedEx, Purolator, UPS and DHL) informing them that any deliveries destined for the Keele and Glendon Campuses should be redirected to 4751 Keele Street, Dock #3 between 8:30 a.m. and 3:00 p.m. Community members NOT using these courier companies will be responsible for directly informing other courier companies, who will not cross the picket line of the new delivery location and referring them to either SPS (purchase@yorku.ca) or Mailing Services (mailroom@yorku.ca) or ext. 55572 for assistance.

Mailing Services will be assisting with the receiving, sorting, and coordination of delivery to both Keele and Glendon campuses.

Community members are asked to ensure that suppliers label items clearly with a contact person and university department, along with building and room number to facilitate accurate and timely delivery. Members are also asked to be patient during this process.

The temporary off-campus receiving location is not equipped to receive and handle laboratory related hazardous goods, therefore York's primary couriers will endeavour to deliver such items to Petrie Scientific Stores after 3:30 pm daily and can be picked up next day.

Outgoing Courier Items

Mailing Services will endeavour to collect all outgoing courier items for companies who will not cross picket lines during their normal delivery and pick up schedule. Note all items will need to be accompanied with an appropriate and accurately completed waybill. Once collected by Mailing

Services these items will be transported to 4751 Keele Street, for pick up by associated courier companies.

Please note, urgent outgoing items can be taken directly to the mailroom at 19 Curtis Lecture Hall Monday to Friday 7:30 am to 3:30 pm. Please do not schedule courier pick ups or use 4751 Keele Street as your shipping address. Use your departmental shipping address if requested.

Other Information

Community members using the University Purchasing Card (PCard) to place orders from companies may experience delays in receiving their goods as deliveries already in transit may be affected by the labour disruption. Community members are encouraged to contact these suppliers and refer them to SPS for alternate delivery information, in the event that suppliers will not cross the picket lines. SPS will endeavour to provide assistance in this regard where possible. Please contact us at purchase@yorku.ca.

Special Notes

1. Off-campus delivery arrangements will remain in effect for the duration of the labour dispute and likely for a few days following resolution to allow for faster delivery of items in transit.
2. Community members are not permitted to pick-up items from 4751 Keele Street directly. Mailing Services and SPS will have a staff member available for this purpose on a case-by-case basis. Please contact us should you require immediate assistance in this regard at purchase@yorku.ca or Mailing Services at ext. 55572.

SPS and Mailing Services will use best efforts to facilitate the delivery of goods to the Keele and Glendon Campuses. Revised information will be posted as necessary.

Contact Information for Procurement Services/Mailing Services:

- purchase@yorku.ca - Procurement Services
- dking@yorku.ca, 416-803-8412 - Dexter King, Director
- jsoliver@yorku.ca – Jan Oliver, Assistant Director – Strategic Sourcing
- cfasick@yorku.ca – Carolyn Fasick, Procurement Specialist
- fmyers@yorku.ca - 416-736-2100, ext. 33713 – Frank Myers, Manager, Print & Mailing Services
- sheeller@yorku.ca, 647-999-9806 – Brad Sheeller, Director, Scientific Stores