UNIVERSITY OF ALBERTA

Interdepartmental Correspondence

Supply Management Services
3rd Floor Materials Management Building
Edmonton, Alberta, Canada T6G 2R3

Tel: 780.492.4668
Fax: 780.492.0607
www.sms.ualberta.ca

Date: Monday, January 6, 2020

To: All Departments, Units and Faculties

From: Phil Webb – Director Logistics and Business Services

Cc: Martin Coutts – AVP Finance and Supply Management Services

Re: Campus Delivery and Service Model Change for Distribution Services – Effective January 13, 2020

During the past several months Distribution Services has completed a review of the delivery and pickup model for freight and mail throughout campus.

Today, Distribution Services provides daily service to campus for mail and freight delivery and pickup of campus mail, metered mail and outbound shipments. This delivery model is not sustainable and will be adjusted starting January 13, 2020.

This adjustment to the delivery model will be phased in from January 13, 2020 until March 31, 2020. The new delivery model will be completed as follows:

- Campus mail delivery, Canada Post mail delivery, freight delivery and metered mail, outbound shipments and campus mail pickup – delivered and picked up every second day (week 1 – Monday, Wednesday and Friday service, week 2 – Tuesday and Thursday service – repeats every two weeks). (Schedule will be adjusted for statutory holiday closures).
- Perishable shipment including dry ice and time sensitive – completed daily.

Our regular cost recovery services will remain unchanged and can still be scheduled through the dispatch office at 780-492-4122. This includes campus courier services, moving services, liquid nitrogen delivery and any services required beyond the regular delivery model outlined above.

The delivery model change will be monitored closely by Distribution Services and adjusted as required. Your delivery personnel will provide you with direct notification relating to your actual change in service and Distribution Services will provide a schedule for all buildings on the SMS website in March; full implementation will occur April 1. Inquiries relating to these changes can be directed to:

Phil Webb – Director Logistics and Business Services (780-492-4638)
Kris Urbanczyk – Associate Director Distribution Services (780-492-6760)
Kelly Readman – Supervisor Distribution Services (780-492-5133)
Patrick Phillips – Supervisor of Operations Distribution Services (780-492-4122)