

**Metro Office Solutions**  
**Workplace Management**

4692 Millennium Dr., Ste 420  
Belcamp, MD 21017  
Phone: 1-866-450-8160  
Fax: 1-866-450-8161  
[www.metroofficesolutions.com](http://www.metroofficesolutions.com)

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February 20, 2019

Pamela Johnson  
State of Oregon  
Department of Administrative Services  
Procurement Services Office

RE: NASPO ValuePoint Master Agreement #5738

Ms. Johnson:

It is with regret that I must inform you of our inability to fulfill the obligations of this agreement, effective immediately.

I am requesting that you terminate this agreement with Metro Office Solutions, Inc. at your earliest convenience.

I apologize for the inconvenience to you, your staff and the customers but I am unable to service this agreement at the high standard and with the excellence that is appropriate.

Should you care to discuss this matter further, I can be reached by email at [msheridan@metoffsol.com](mailto:msheridan@metoffsol.com) or by phone at 866-450-8160 Ext 130.

Sincerely,



Minh Sheridan  
President



# Oregon

Kate Brown, Governor

Department of Administrative  
Services

Procurement Services

1225 Ferry St, SE.

Salem, OR 97301

(503) 378-4642

(503) 373-1626

February 20, 2019

Metro Office Solutions  
Attn: Minh Sheridan  
4692 Millennium Dr.  
Suite 420  
Belcamp, MD 21017

Re: Master Agreement PA 5738 for Office Supplies and Services, Toner, Paper, Recycled-Content/Green Products and Other Miscellaneous Products

On December 21, 2018, State of Oregon, Department of Administrative Services (DAS), Procurement Services (PS) received a letter from MyOfficeProducts and SheppardMullin, counsel for Staples. Both letters were dated December 20, 2018. These afore mentioned letters informed DAS PS that MyOfficeProducts had terminated its relationship with Metro Office Solutions, Inc. and MyOfficeProducts would not be serving as the wholesaler for Metro Office Solutions.

The MyOfficeProducts letter stated that all orders received prior to January 4, 2019, would be fulfilled and any order after that date would not be processed.

On February 20, 2019 DAS PS received a termination letter dated February 20, 2019 which stated that My Office Solutions could not fulfill its obligation for the NASPO ValuePoint, Master Agreement PA5738 and requested an immediate termination of the Master Agreement.

This letter is being sent to your firm to provide confirmation that your Master Agreement is terminated.

The Department of Administrative Services (DAS), Procurement Services (PS) on behalf of the NASPO ValuePoint, shall terminate this Master Agreement, per Section 2.20.1 of said agreement. Also, Per Section 2.21, Access to Records which states: "Contractor shall retain, maintain, and keep accessible all records relevant to the this Contract (the "Records") for a minimum of six (6) years, or such longer period as may be required by applicable law following expiration or termination of the Contract."

This Termination shall be effective immediately, based on your firm's termination letter. If you have questions regarding this letter of termination, please contact me at (503) 378-4731 or email me at [pam.johnson@oregon.gov](mailto:pam.johnson@oregon.gov).

Respectfully,

Pam Johnson, CPPB, OCAC, OPBC  
State Procurement Analyst, Workplace Supplies & Services  
1225 Ferry St. SE  
Salem, OR 97301



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