MAPC
METROPOLITAN AREA PLANNING COUNCIL

SMART GROWTH AND REGIONAL COLLABORATION

October 29, 2026

Brian Buckley
Vice President of Sales
Ballard Mack Sales & Service, Inc
442 Southwest Cutoff
Worcester, MA 01604

Re: **Notice to Proceed**
RFP # GBPC 2026 Trucks

Dear Mr. Buckley:

This letter authorizes Ballard Mack Sales & Service Inc. to proceed immediately with providing medium and heavy-duty trucks and equipment to the members of the Greater Boson Police Council (GBPC) through your contract with the Metropolitan Area Planning Council referenced above. This contract is valid through October 31, 2027.

Charges invoiced for vehicles and equipment under the contract are limited to those listed in the bid and shall remain in effect for the term of the contract. Please be reminded that buyers will not be liable for non-compliant charges or for substitutions they have not authorized in advance. Your company will be accountable for compliance with the terms and conditions of the bid, along with all representations made by you, and the faithful execution of your responsibilities, as well as those of your subcontractors, under the contract.

Additionally, please note that Ballard Mack Sales & Service Inc. is required to report all orders placed by buyers, with you or your subcontractors, under this contract to MAPC within five (5) business days of the date on the order. Documentation provided to MAPC must include copies of your quote referencing the price list and the buyer's authorized commitment to purchase (e.g. purchase order, contract, commitment letter, etc.). All prices quoted to Buyers shall be in writing on Vendor's letterhead or quote forms and shall not include terms and conditions that conflict with the terms and conditions of the IFB and your contract with MAPC and that are less favorable to the Buyers.

You will be required to pay to MAPC a Contract Administration Fee of 0.80 % (eight tenths of one percent) of the total delivered price of all items purchased through this contract, not to include trade-in reductions in price. MAPC will assign a tracking number to written orders and will provide you with an invoice after which payment of the Contract Administration Fee is due from you to MAPC within 30 days of payment by Buyer of your invoice for the order.

In closing, as a GBPC/MAPC vendor, success is dependent on active outreach to the GBPC member community, consistently providing high-quality products and service, and your company's integrity as a business.

We wish you well and thank you for serving the members of the GBPC.

Should you have further questions, please contact Kelsi Champley at 617-933-0766 or via email at kchampley@mapc.org.

We look forward to our continuing relationship with Ballard Mack Sales & Service and to working with you and the buyers to ensure the proper administration of this contract.

Please accept MAPC's wholehearted congratulations.

Sincerely,

Kelsi Champley

Kelsi Champley
Procurement Services Manager, Municipal Collaboration