



City of Philadelphia  
Free Library of Philadelphia  
SMALL ORDER PURCHASE - Bid# B2727407  
PRICE INCREASE/DECREASE INSTRUCTIONS  
Catering for Training & Development

1.1 **Contract Term:** July 2026 through June 30, 2027

1.2 **Price Increase**

Successful seller shall provide service and/or supplies at the prices set forth in PHL Contracts for a period of twelve (12) months. Thereafter, the **contract may be renewed** under the terms and conditions of this agreement at the sole option of the City on an annual basis **for up to three (3) additional one (1) year period(s)**. Seller may increase prices for future renewal periods provided that:

Notice of price increases must be received, in writing, by the City at least thirty (30) days prior to the expiration of each contract period for price increases to be effective as of the first day of the renewal period. Price increase letter shall be sent to Stephanie Moore (via email – [moorest@freelibrary.org](mailto:moorest@freelibrary.org) and [FLPPurchasing@freelibrary.org](mailto:FLPPurchasing@freelibrary.org)). referencing the bid number, contract number, period and showing item(s) description and applicable pricing. The price increase request must note the current price, the CPI percentage change, and the increased price.

Failure to notify the City within this thirty (30) daytime frame or if the letter is not received before the last day of the contract period, the prices for the renewal period shall be the same as the prices for the previous contract period.

For each renewal period the price increase and/or decrease shall be based upon the percent (%) change in the Index for All Urban Consumers - Philadelphia of the Consumer Price Index (All Items) as published by the U.S. Department of Labor, Bureau of Labor Statistics and as indicated by the Mid-Atlantic CPI Announcement for December of the applicable year of the renewal.

In no event shall the price increase exceed 4% in any renewal period. The increase shall reflect the change to the CPI or the 4% cap, whichever is less.

NOTE: Price decreases may be forwarded to Stephanie Moore, [MooreSt@freelibrary.org](mailto:MooreSt@freelibrary.org) and [FLPPurchasing@freelibrary.org](mailto:FLPPurchasing@freelibrary.org), in writing at any time during the contract period, to include any renewal period(s).