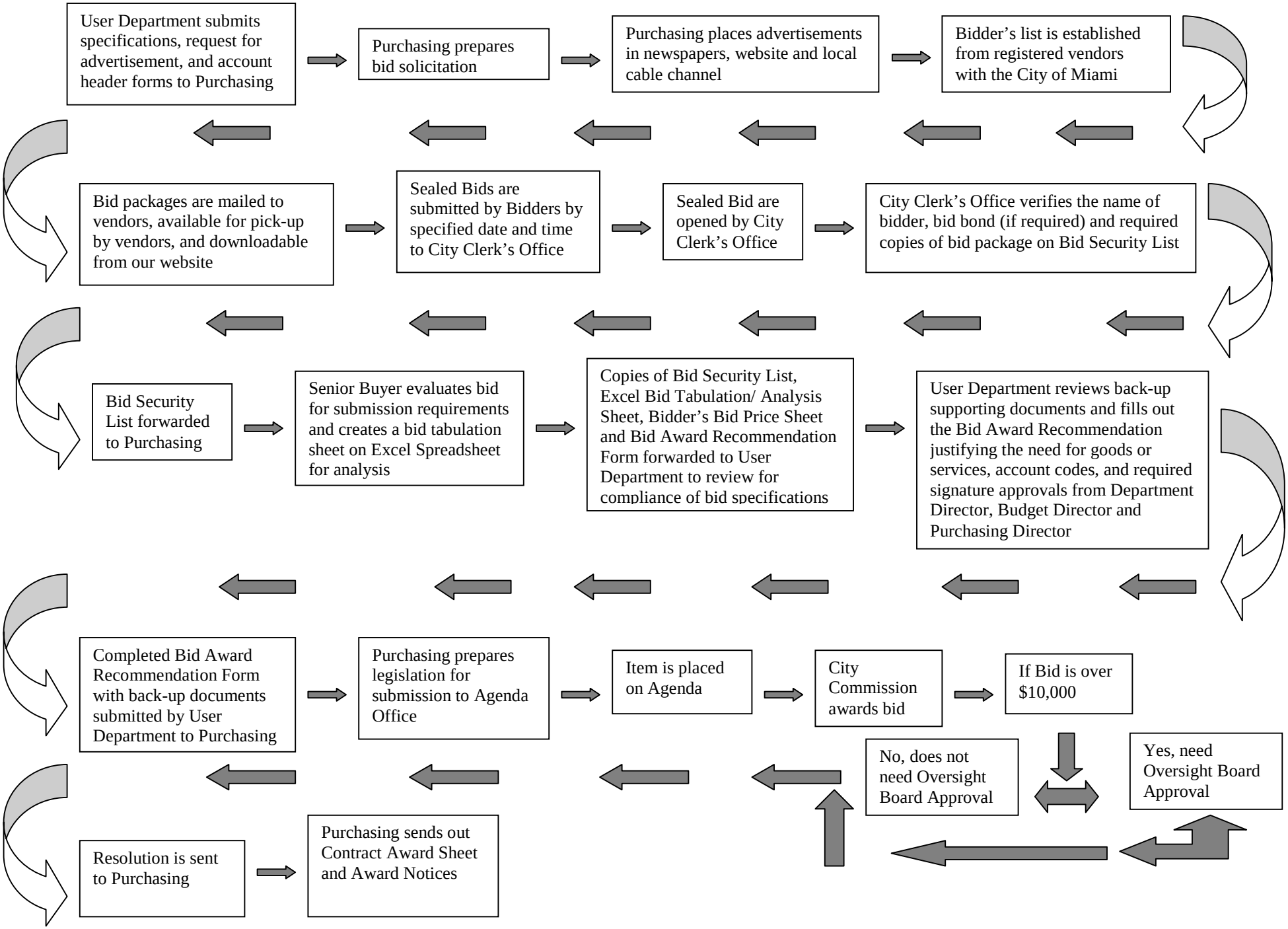FORMAL BID PROCESS
(PURCHASES OF $4,500 AND OVER)