A. Contracts shall be prepared by the State Office of Construction, Contract Division, subsequent to authorization by the Facilities Committee and the Board of Trustees. The Board will generally accept low bids submitted by all contractors and subcontractors, except in specific instances as may be provided by law. Five percent of contracts shall be retained on a monthly basis. This amount may be reduced to 2 1/2 percent after 50 percent of the project is completed, based upon requests for this reduction by the contractor(s) and on recommendation of the College administration, the State Office of Construction, and the architect. The retainage may be released and paid only at the direction of the Board of Trustees.

B. The fee for architects shall be established subsequent to discussions between the Facilities Committee, the college administration, the architectural firm, and the State Office of Construction. The Facilities Committee shall make a recommendation to the Board of Trustees as to the amount of the architect's fee.