

SECTION 1B - 4 SHALL AND WILL LANGUAGE

SHALL AND WILL LANGUAGE

The following policy applies to all information included in plan assemblies:

All actions referring to the Contractor will be referenced using the word “shall” and all actions referring to the Department will be referenced using the word “will”. “Shall” indicates the Contractor is contractually bound to performing that task or function and “will” indicates the Department is bound to performing its task or function.

Such terms as “to be”, “is to be”, or “must” will be avoided when referring to actions by the Contractor or the Department.