Enterprise Infrastructure Solutions (EIS)
Contract

Section D
Packaging and Marking

Issued by:

General Services Administration

Federal Acquisition Service

June 2026

Table of Contents

D.1 Preservation, Packaging and Packing 1
D.2 Packing List 1
D.3 Initial Packing, Marking, and Storage of Equipment 1
D.4 Equipment Removal 1

D.1 Preservation, Packaging and Packing

Unless otherwise specified, all items shall be preserved, packaged, and packed in accordance with normal commercial practices, as defined in the applicable commodity specification. Packaging and packing shall comply with the requirements of the Uniform Freight Classification and the National Motor Freight Classification (issue in effect at time of shipment) and each shipping container or each item in a shipment shall be of uniform size and content, except for residual quantities. Where special or unusual packing is specified in a task order, but not specifically provided for by the contract, such packing details must be agreed to by the ordering agency and the contractor.

D.2 Packing List

A packing list or other suitable shipping document shall accompany each shipment and shall indicate:

1. Name and address of the consignor
2. Name and complete address of the consignee
3. Government order or requisition number
4. Government bill of lading number covering the shipment (if any)
5. Description of the material shipped, including item number, quantity, number of containers, package number (if any), and weight of each package

D.3 Initial Packing, Marking, and Storage of Equipment

All initial packing, marking and storage incidental to shipping of equipment to be provided under this contract shall be made at the contractor's expense. Such packing, supervision marking and storage costs shall not be billed to the government. Supervision of packing and unpacking of initially acquired equipment shall be furnished by the contractor.

D.4 Equipment Removal

All leased equipment, accessories, and devices located on government property shall be dismantled and removed from government premises by the contractor, at the contractor's expense, within 45 days after the service termination date. All dismantling and removal of equipment shall be performed by the contractor during normal government business hours at the location. Advance notice must be provided to the Local Government Contact to ensure that such dismantling and removal occurs with a minimum of disruption. Exceptions to this requirement shall be mutually agreed upon and written notice issued by the agency Ordering Contracting Officer.