

<b>INVITATION TO BID</b>		<b>LSU</b>	<b>BID DUE DATE AND TIME</b>	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			<b>05/29/2025      11:00 AM      CT</b>	
<b>SOLICITATION RFQ-0000002511</b> <b>SUPPLIER #</b> <b>SUPPLIER NAME AND ADDRESS</b> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>			<b>RETURN BID TO</b>  <div style="font-size: 1.5em; font-weight: bold; margin-top: 20px;">lsubids@lsu.edu</div>  <b>Buyer</b> Amy Hill Bourgeois <b>Buyer Phone</b> <b>Buyer Email</b> ahill5@lsu.edu <b>Issue Date</b> 04/30/2025	
<b>TITLE: LITTER CAPTURE AND CLASSIFICATION RESEARCH PROJECT</b>				
<p style="text-align: center;"><b>To Be Completed By Supplier</b></p> <ol style="list-style-type: none"> <li>_____ "No Bid" (sign and return this page only).</li> <li>_____ My Company does not wish to receive future solicitations for this spend category.</li> <li>Specify your Delivery: To be made within _____ days after receipt of order.</li> <li>If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto.</li> </ol> <p style="text-align: center;"><b>General Instructions to Suppliers</b></p> <ol style="list-style-type: none"> <li>Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time.</li> <li>Read the entire solicitation, including all terms, conditions and specifications.</li> <li>All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier.</li> <li>Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment.</li> <li>Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later.</li> <li>By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.</li> </ol>				
<b>SUPPLIER NAME</b>			<b>MAILING ADDRESS</b>	
<b>AUTHORIZED SIGNATURE</b>			<b>CITY, STATE ZIP</b>	
<b>PRINTED NAME</b>			<b>PHONE #</b>	
<b>TITLE</b>			<b>FAX #</b>	
<b>E-MAIL</b>			<b>FEDERAL TAX ID #</b>	

<b>SPECIAL TERMS &amp; CONDITIONS</b>		<b>INVITATION TO BID</b>	<b>Page 2</b>
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<p><u>Bid Submission Information</u></p> <p>All bids must be submitted electronically to LSU Procurement Services. Bids must be received at the "Return Bid To" email address no later than the due date and time specified herein. Bids must be emailed to lsubids@lsu.edu (This email address should be used for bid submissions only). Any bids sent directly to the Buyer of record will not be forwarded to the "Return Bid To" email.</p> <p>When submitting electronically, the RFQ number and solicitation title should be listed in the subject line of the email. An original and redacted copy (if applicable) must be submitted electronically. Hard copies of bids will not be accepted; therefore, they will not be evaluated.</p> <p>It is the responsibility of the Supplier to ensure the bid is received by LSU Procurement by the indicated due date and time. Any delays that may occur in transmission of the bid is the responsibility of the supplier. A bid will be considered late if it is not received at the "Return Bid To" email address by the indicated due date and time.</p> <p>The maximum email attachment size accepted is 125 MB. It is the supplier's responsibility to ensure bid submission is sized such that it is successfully transmitted and received by LSU. If the bid response is too large to be emailed as one document, the bid must be sent as separate documents. Each submittal should be labeled. (Example – Bid Submittal 1 out of 3 for RFQ-000000XXXX - Title; Bid Submittal 2 out of 3 for RFQ-000000XXXX - Title, etc.). If any submittal is received late, LSU will not consider the late submittal(s). Only the submittal(s) received by the due date and time will be considered. Late bids will not be accepted per LAC 34:XIII.515.B.</p> <p><u>Bid Opening Information</u></p> <p>Bid openings are held electronically. There are no in-person bid openings. To electronically attend the bid opening, use the below link to register in advance:</p> <p><a href="https://lsu.zoom.us/meeting/register/tJwvcuygqTltHtZZWmWrGBCjXxstyfiETx33">https://lsu.zoom.us/meeting/register/tJwvcuygqTltHtZZWmWrGBCjXxstyfiETx33</a></p> <p>After registering, a confirmation email will be provided containing information about joining the bid opening. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process.</p> <p>If an unforeseen circumstance beyond LSU's control prevents bid opening, the Bid will open at the next scheduled bid opening date.</p> <p><u>Additional Information</u></p> <p>Note attached insurance requirements. Successful bidder will be required to furnish a certificate of insurance evidencing required coverages outlined on Insurance Requirements and Minimum Limits Document.</p> <p>ALL-OR-NONE-AWARD: It is the intent of the University to award all items on an all-or-none basis to the overall lowest responsive and responsible bidder.</p> <p>Bid prices for shipping are to be quoted FOB LSU/DESTINATION and inclusive of any and all applicable shipping and handling charges.</p> <p>LSU is a member of the National Association of Educational Procurement (NAEP) and the E&amp;I Cooperative Purchasing Service.</p> <p>A preference, if applicable, may be allowed for products produced, manufactured, assembled, grown or harvested in Louisiana. Do you claim this preference? Yes ____ No _____. Note: Preferences shall not apply to service contracts. Is your Louisiana business workforce composed of a minimum of fifty percent Louisiana residents? Yes ____ No _____. Specify Item Number and location within Louisiana where the product is/was produced, manufactured, assembled, grown or harvested:  _____. Note: This preference is not applicable for services.</p>			

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<p>These standard terms and conditions shall apply to all LSU solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Suppliers or Standard Terms &amp; Conditions and the Special Terms &amp; Conditions, the Special Terms &amp; Conditions shall govern.</p> <p>Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the University Procurement Code (LAC 34:XIII. Chapters 3-25) and the terms, conditions, and specifications stated in this solicitation.</p>		
<ol style="list-style-type: none"> <li> <b>1. Supplier Enrollment</b>  Suppliers providing a bid/quote in response to a LSU solicitation must be setup in the University's new procurement system (Workday) for bid tabbing and award of a purchase order. Suppliers should complete the online supplier registration form prior to submitting a bid response and/or the bid due date and time to ensure bid tabbing can be done timely after the bid deadline. This website is used in place of a paper form and must be accompanied with an IRS Request for Taxpayer Identification Number and Certification form (W-9 or W-8 if foreign) to collect the required business and tax information that support the University's reporting and compliance requirements. To inquire if you or your company is setup or for questions regarding setup, email <a href="mailto:suppliers@lsu.edu">suppliers@lsu.edu</a>. The supplier enrollment form can be located at: <a href="http://www.lsu.edu/administration/ofa/procurement/supplier_registration.php">http://www.lsu.edu/administration/ofa/procurement/supplier_registration.php</a> </li> <li> <b>2. Bid Delivery and Receipt</b>  Bids must be received and time-stamped at the "Return Bid To" address no later than the due date and time specified herein. To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose.  Supplier are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Suppliers may deliver bids by hand or by a courier service to the Procurement Office. The University shall not be responsible for any delays caused by the supplier's chosen means of bid delivery. Supplier is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Late bids cannot be accepted per LAC 34:XIII.515.B. </li> <li> <b>3. Bid Forms</b>  Bids are to be submitted on the LSU solicitation forms provided, and must be signed by an authorized agent of the supplier in accordance with LAC 34:XIII.517. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the supplier's intent to be bound will not be accepted. Bid submissions should not be spiral bound. </li> <li> <b>4. Interpretation of Solicitation/Supplier Inquiries</b>  If supplier is in doubt as to the meaning of any part or requirement of this solicitation, supplier may submit a written request for interpretation to the Buyer-of-Record at the address and/or fax number shown above. Written inquiries must be received in the Procurement Office no later than 4:30 pm CST four (4) business days prior to the opening of bids, and shall be clearly crossreferenced to the relevant solicitation/specification in question.  No decisions or actions shall be executed by any supplier as a result of oral discussions with any LSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Procurement Office, and mailed or delivered to all suppliers known to have received the solicitation. LSU shall not be responsible for any other interpretations or assumptions made by supplier. </li> <li> <b>5. Bid Addenda</b>  Bid Addendum is to be signed and returned with your bid. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. To be considered, your addendum response must be submitted to and received by LSU Procurement at the "Return Bid To" address stated above. Submittals for price alterations and addenda to bids must be clearly marked with the solicitation number and the bid due date/time and returned via fax, email, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the supplier must either honor or withdraw its original bid. </li> <li> <b>6. Bid Opening</b>  Suppliers may attend the public bid opening of sealed bids. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished. </li> <li> <b>7. Special Accommodations</b>  Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Procurement Office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening. </li> </ol>		

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<p><b>8. Standards of Quality</b> Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Supplier must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation.</p> <p><b>9. New Products/Warranty/Patents</b> All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified. The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by LSU and specified in the solicitation. In such cases, the supplier and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage. Supplier guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save LSU harmless.</p> <p><b>10. Descriptive Information</b> Suppliers proposing an equivalent brand or model are to submit with the bid descriptive information (such as literature, technical data, illustrations, etc) sufficient for LSU to evaluate quality, suitability, and compliance with the specifications. Failure to submit descriptive information may cause bid to be rejected. Any changes made by supplier to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, supplier must state in what respect items deviate. Supplier's failure to note exceptions in its bid will not relieve the supplier from supplying the actual products requested.</p> <p><b>11. Bids/Prices/F.O.B. Point</b></p> <ul style="list-style-type: none"> <li>• The bid price for each item is to be quoted on a "net" basis and F.O.B. LSU Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.</li> <li>• Bids other than F.O.B. LSU Destination may be rejected.</li> <li>• Bids indicating estimated freight charges may be rejected.</li> <li>• Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected.</li> <li>• Suppliers who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item or grouped basis.</li> <li>• Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.</li> <li>• Prices are to be quoted in the unit/package specified (e.g. each, 12/box, etc), or may be rejected.</li> <li>• In the event of extension errors, the unit price bid shall prevail.</li> </ul> <p><b>12. Taxes</b> Supplier is responsible for including all applicable taxes in the bid price. LSU is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.</p> <p><b>13. Terms and Conditions</b> This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, supplier agrees that contrary terms and conditions which may be included in its bid are nullified.</p> <p><b>14. Supplier Forms/LSU Signature Authority</b> The terms and conditions of the LSU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any supplier contract, form, etc. The University's chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any supplier contracts, forms, etc, on behalf of LSU. Departments are expressly prohibited from signing any supplier forms. Any such supplier contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. Suppliers who present any such forms to department users for signature without regard to this strict LSU policy may face contract cancellation, suspension, and/or debarment.</p> <p><b>15. Awards</b> Award will be made to the lowest responsible and responsive supplier. LSU reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities. All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.</p>		

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<p><b>16. Acceptance of Bid</b> Only the issuance of an official LSU purchase order/contract, a Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. LSU shall not be responsible in any way to a supplier for goods delivered or services rendered without an official purchase order/contract or award letter. Bid tabulations may be requested after acceptance of bid.</p> <p><b>17. Applicable Law</b> All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.</p> <p><b>18. Awarded Products/Unauthorized Substitutions</b> Only those awarded brands and numbers stated in the LSU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Procurement Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at supplier's expense, and non-payment.</p> <p><b>19. Testing/Rejected Goods</b> Supplier warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. LSU reserves the right to test products for conformance to specifications both prior to and after any award. Supplier shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at supplier's risk and expense, and subject to supplier's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the supplier freight collect.</p> <p><b>20. Delivery</b> Supplier is responsible for making timely delivery in accordance with its quoted delivery terms. Supplier shall promptly notify the LSU Department and/or Procurement Office of any unforeseen delays beyond its control. In such cases, LSU reserves the right to cancel the order and to make alternative arrangements to meet its needs.</p> <p><b>21. Default of Supplier</b> Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the supplier to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the supplier with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting supplier will be considered for award.</p> <p><b>22. Supplier Invoices</b> Invoices shall reference the LSU purchase order number, supplier's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, and submitted on the supplier's own invoice form. Invoices submitted by the supplier's third party supplier are not acceptable.</p> <p><b>23. Delinquent Payment Penalties</b> Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Supplier penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.</p> <p><b>24. Assignment of Contract/Contract Proceeds</b> Supplier shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Procurement Office. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.</p> <p><b>25. Right to Piggyback</b> Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments/campuses to use the contract as their needs arise; and Vendor shall honor all such purchase orders.</p> <p><b>26. Contract Cancellation</b> LSU has the right to cancel any contract for cause, in accordance with procurement rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the supplier; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the supplier. In such cases, the supplier shall be entitled to payment for compliant deliverables in progress.</p> <p><b>27. Prohibited Contractual Arrangements</b> Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.</p>		

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<p><b>28. Equal Employment Opportunity Compliance</b>  By submitting and signing this bid, supplier agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; federal Executive Order 11246; federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Supplier agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by supplier, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.</p> <p><b>29. Mutual Indemnification</b>  Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.</p> <p><b>30. Certification of No Suspension or Debarment</b>  By signing and submitting this bid, supplier certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at <a href="http://www.sam.gov">www.sam.gov</a>.</p> <p><b>31. Right to Audit</b>  The University shall be entitled to audit the books and records of a supplier or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the supplier for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract, pursuant to LAC 34:XIII.1603.</p> <p><b>32. Data Privacy</b>  By signing and submitting this bid, I hereby authorize that all information provided in this solicitation, including any and all personal or company data may be shared with LSU departments, suppliers and other governmental agencies to facilitate procurement transactions. This data will be retained according to LSU's retention schedule. To learn more about privacy at LSU, please see the <a href="#">LSU Privacy Statement</a>.</p>		

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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
1	All or None  <b>Task 1: Equipment Evaluation &amp; Selection per attached specifications.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____	
2	All or None  <b>Task 2: Equipment Procurement (By Supplier for Project) and Study Preparation per attached specifications.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____	
3	All or None  <b>Task 3 (Part 1): Equipment Installation &amp; Maintenance per attached specifications.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____	
4	All or None  <b>Task 3 (Part 2): Equipment Decommissioning per attached specifications.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____	

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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
5	All or None  <b>Task 4: Equipment (Device) Operation - Data Collection &amp; Reporting per attached specifications.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____
6	All or None  <b>Task 5: Project Closeout and Final Reporting per attached specifications.</b>  Specify Manufacturer / Brand Bid: _____  Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____



# **SPECIFICATIONS FOR LITTER CAPTURE AND CLASSIFICATION RESEARCH PROJECT**

## **PART 1: GOALS AND OBJECTIVES**

The goals and objectives of this project are to implement and evaluate alternative litter capture methods to accomplish litter removal within the identified Capitol Lake project area in Baton Rouge, LA while gathering and reporting data to support the development of a Best Litter Management Report.

The Supplier shall plan, procure, install, operate, monitor, and maintain litter capture devices as specified within the identified project limits for the duration of the project. Operation of the devices will include removal and reporting of types, locations, and quantities of captured materials and will be reported in conformance with the United States Environmental Protection Agency (EPA)'s Escaped Trash Assessment Protocol (ETAP). This protocol is listed in the below EPA link.

[https://www.epa.gov/system/files/documents/2021-09/revised\\_final\\_etap\\_june2021.pdf](https://www.epa.gov/system/files/documents/2021-09/revised_final_etap_june2021.pdf)

### **REFERENCE STANDARDS FOR DATA COLLECTION**

#### ***Escaped Trash Assessment Protocol (ETAP) as defined by U.S. EPA:***

*"This protocol provides an easy to use, consistent methodology for identifying a cleanup site, collecting the escaped trash, and cataloging the trash in a way that produces reliable data. This will give users a better understanding of the extent of litter in their community, the types of litter that are prevalent, and how best to reduce potential impacts."*<sup>1</sup>.

U.S. EPA Escaped Trash Assessment Protocol, Reference Manual, April 2021, Executive Summary.

### **QUALITY ASSURANCE**

**Successful completion of the project will be determined by the following:**

- Successful completion of this project will result in the identification, classification, measure and removal of floatable litter and plastics from the project waterway areas as classified in US EPA guidelines and reported in accordance with ETAP.
- Successful completion of this project will include critical evaluation of the performance of the installed litter catchment devices.
- Supplier shall have provided installation plans for long-term maintenance and signage.
- Supplier shall have prepared and execute a decommissioning plan which must be approved by the LSU AgCenter. Decommissioning plan will not be considered final until approval is granted by the LSU AgCenter.

A **\*\*MANDATORY SITE VISIT\*** will be conducted on **Wednesday, May 14, 2025 at 10:00 AM** in Baton Rouge, LA at the Veteran's Memorial Park Roadside Parking Area along Capitol Access Road, along the west shoreline of lesser Capitol Lake, 0.22 miles east of the Louisiana State Capitol Building, 300 ft southeast of the Old Arsenal Museum Building, 425 ft southwest of the Capitol Access Road Roundabout, and 0.38 miles west-southwest of the Louisiana Department of Transportation & Development Building. [Coordinates: 30-27-25.97N, 91-11-01.45W]. **\*\*Attendance at the site visit is MANDATORY in order to be considered for award.\*\*** The site visit will last no more than two hours. All attendees will visit the site, verify all existing items, and familiarize themselves with the working conditions, hazards, actual formation and local requirements. All bids shall take existing conditions into consideration. Lack of specific information or minor variances shall not relieve suppliers of any responsibility. No questions will be taken during the site visit and no additional information will be provided. All questions must be submitted in writing to LSU Procurement in accordance with the solicitation requirements.

**PART 2: MINIMUM REQUIREMENTS AND QUALIFICATIONS**

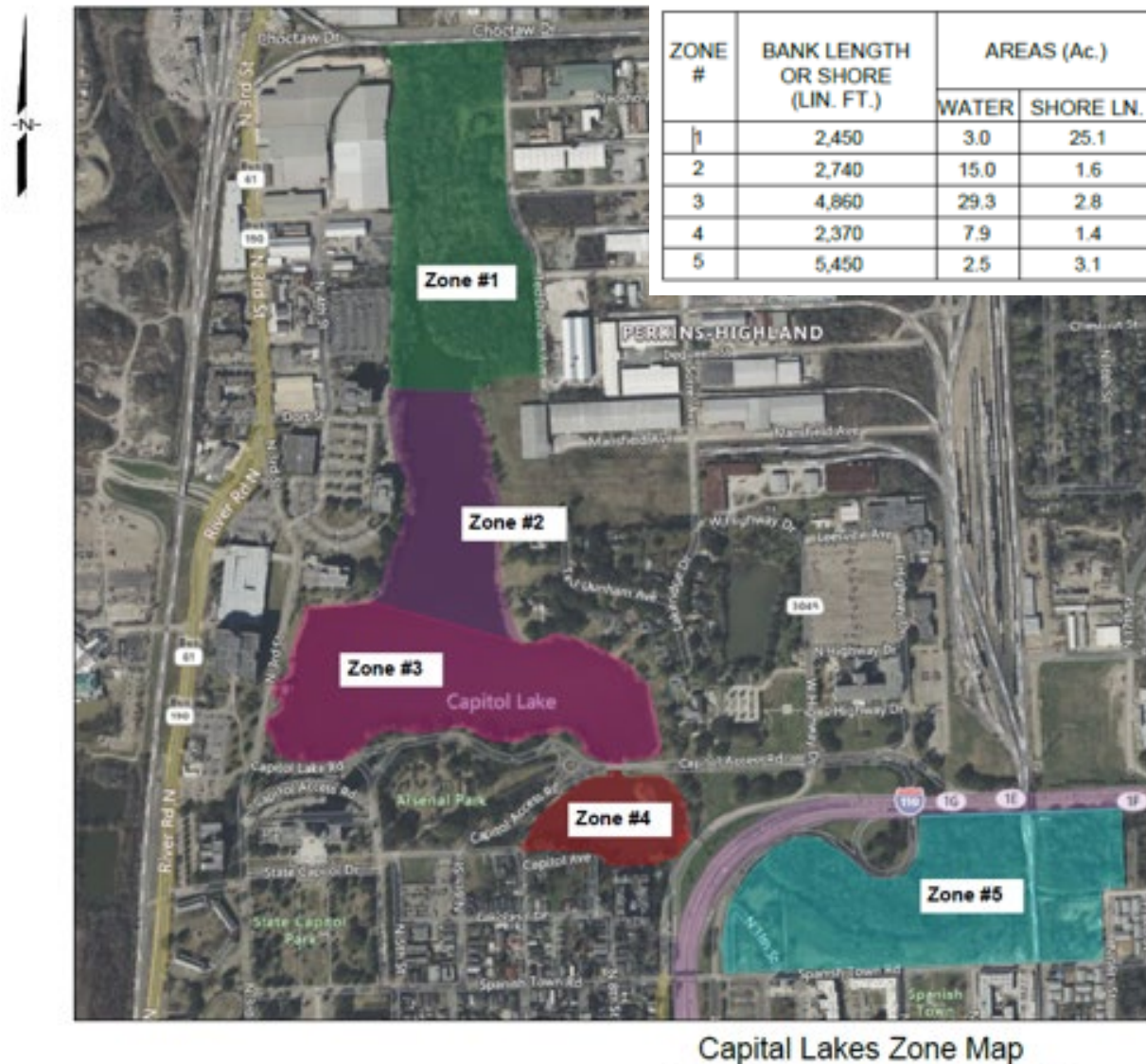
**\*\*The information outlined in the below chart  
must be submitted WITH THE BID.\*\***

Required Qualifications/Bid Submittals		Yes	No
<b><u>Relevant Work Experience</u></b> <ul style="list-style-type: none"><li>○ Must provide at least five (5) projects demonstrating expertise in planning, staging, installing, maintaining, and operating litter capture systems/device selection. Work must include urban and suburban settings near shallow lakes and tributaries in deltaic terrains.</li><li>○ Each project submission must include:<ul style="list-style-type: none"><li>▪ Total project cost.</li><li>▪ Number of staff and expertise, number and types of litter capture systems, maintenance schedules.</li><li>▪ Location.</li><li>▪ Name of project, contact name and corresponding email address, address/location.</li></ul></li></ul> <b><u>Compliance with U.S. EPA Guidelines</u></b> <ul style="list-style-type: none"><li>○ Supplier must demonstrate validated experience in installations, data collection, and reporting in conformance with U.S. EPA guidelines, specifically the Escaped Trash Assessment Protocol (ETAP).</li><li>○ Client-provided documentation explicitly confirming and validating that services, installations, data collection, and reporting were conducted per EPA ETAP standards.</li><li>○ Supplier must submit site assessments, Field Site Summary Sheets, Field Data Cards tables, photo documentation of litter collected in compliance with U.S. EPA Guidelines.</li></ul> <b><u>Safety Plan</u></b> <ul style="list-style-type: none"><li>○ Supplier must provide their adopted company Safety Plan and describe all appropriate Personnel Protection Equipment (PPE) used during execution of the project.</li></ul>			

### **PART 3: PROJECT INTRODUCTION / DESCRIPTION**

Capitol Lake is a manmade lake, which totals approximately 70 acres located in the State Capitol area. The lake is a retention basin for stormwater. The lake has three major tributaries with outlet via pump station discharge to the Mississippi River. The project area has been divided into 5 zones as illustrated below.

The Capitol Lakes areas as defined for this project have been subjected to a continuous influx of litter from a diverse source and of diverse nature. Frequent volunteer efforts of merit have been effective in capturing and disposing of large quantities of materials, albeit serving to moderate the influx without attention of documenting types, sources or measured quantities. Louisiana Department of Natural Resources had recently installed and operated a pontoon capture device near the Southeast shoreline of the southern lake. In 2024, the project site waterways were manually delittered and the captured litter classified and quantified per ETAP.



## **Description of Zones (see map above)**

### **Zone 1**

The northernmost reach of the project area extends to its northern limits at Choctaw Drive and CN/KCS railway and bounded to the east and west by warehouse facilities. Available records suggest that the wooded area is owned by the railway company and is heavily wooded with limited public access. Prior litter cleanups in these areas have captured diverse assortment of materials, industrial/commercial in nature including truck tires, batteries as well as plastics and microplastics (“nurdles”) possibly as spillage from neighboring warehouse operations. The eastside warehouses appear older, and the area appears prone to roadside dumping.

### **Zone 2**

Adjacent to and south of Zone 1 and is bounded on the west side by the State Department of Justice, Department of Insurance, and State 1st Circuit Court of Appeal & Legislative Auditor Buildings. On the east side newer warehouse and parking facilities are evident in the northern extents transitioned to residential land use along the resumption of Ted Dunham Avenue (South) wherein the grounds and lakeshore appear well maintained. The southern limits of Zone 2 east boundary extend to the southern limits of the east lakeshore and approximately 1,000 ft from the entrance to the Governor’s Mansion.

### **Zone 3**

Adjacent to and south of Zone 2 is bounded on the west side by North 3rd Street, along the Louisiana Department of Education Building across North 3rd Street, bounded on the south by the north extents of the State Capitol Building, Veterans Memorial Park, and Capitol Access Road, and bounded on the east side by the Governor’s Mansion Bridge. Near the southeast limits of Zone 3 the Capitol Access Road bridge spans the connection of the north and south portions of the lake. The Primary pumping station is located midway along the west shoreline providing the discharge of the Capitol Lake watershed into the Mississippi River. Escaped trash noted in this area includes floatable plastics such as food wrappers/containers and drink cups. Also noted present along the southern limits were the cylindrical plastic pellets, referred to as “nurdles.”

### **Zone 4**

Bounded on the north by Capitol Access Road and bridge, the west by the east extents of Veteran’s Memorial Park, to the south by Spanish Town subdivision and Lake Towers apartments, bounded on the east by a maintained lawn and overflow parking area for the Governor’s Mansion, and to the Southeast by multiple barreled box culvert crossdrains of Interstate I-110 and paralleling North 9th Street and access ramps. Windborne litter is observed along the roadway embankments and lawn areas, likely caused by escaped trash from high traffic volumes passing through the area.

### **Zone 5**

Bounded on the north and west by Interstate I-110, on the south by Spanish Town Road and on the east by North 17th Street. The drainage canal is concrete lined over most of its length upstream of the KCS/CN railway crossing, extending to the southern Right of Way of I-110 where the unpaved channel parallels the interstate terminating at a headwall. It is noted that across from this point is the Memorial Stadium and grounds. The interstate is incised in this area with dedicated pump station adjacent to the KCS/CN overpass. This area is undeveloped north of Spanish Town Road and is found to be debris prone with roadside dumping and reported presence of homeless encampment(s).

#### **PART 4: PROPOSED GOODS / SERVICES**

Supplier shall furnish goods and services through Task intervals as stated below. Tasks include legacy litter removal, equipment (device) selections, acquisition, installation, operation and maintenance, and reporting. Services shall be provided for labor, materials, and devices employed to accomplish litter capture and removal within and along waterways of the identified Capitol Lake project area. Gathering and reporting data shall be provided in support of the development of a Best Litter Management Report, prepared by others. Payment will be made upon the completion of each Task. Payment terms for each Task are net 30.

##### **Task 1: Equipment Evaluation & Selection**

Supplier must evaluate the most effective and efficient capture method to carry out/execute project. Equipment required for project is outlined in Exhibit B. Equipment used for the project may be commercially available or fabricated by supplier and sited in compliance with Siting Plan—*See Exhibit A*.

- The quantity of devices shall reflect the tables provided in the Summary of Devices—*See Exhibit B*. *Minimum number of booms will be 8 devices.*
- Devices selected shall conform to the performance criteria defined herein—*See Exhibit C*.
- Device selection will consider observed hydrologic conveyance patterns within the project area, mapped stormwater drainage structures along the lake, and findings from the 2024 tactical litter collection data (this will be provided by the LSU AgCenter at the start of project).
- A maintenance schedule for the duration of the project must be established and documented in a written plan to ensure regular monitoring and emptying of catchment devices preventing overflow or loss of collected litter.
- This Task will commence with the submission of a written plan and product data. This written plan outlining all of the above requirements must be submitted to the LSU AgCenter for review to ensure full conformance and compliance.

Payment for this task will be made upon completion of all above listed to include equipment selection, maintenance schedule, written plan, and product data submission.

**Task 1 must be completed no later than 14 calendar days following purchase order issuance.**

## **Task 2: Equipment Procurement (By Supplier for Project) and Study Preparation**

Procure equipment and materials, prepare Site Plan for equipment (device) installations, and establish a litter-free baseline condition immediately prior to equipment installations (see Exhibit B, Summary of Litter Equipment Devices).

Supplier's prepared Siting Plan for the Capitol Lake Project area shall establish type, size, location and orientations of catchment device installations and shall include a summary basis of decisions that contributed to the Siting Plan. The plan must include a summary of the key factors influencing these decisions, which should be based on observations of litter movement patterns, the site's hydrology, and human activities contributing to litter accumulation.

Base line condition for the Project area waterways shall be interpreted as being cleared of all litter ("legacy litter") larger than 2" in diameter.

- All litter must be sorted into recyclables and disposables (trash) on site.
- All litter collected must be documented using the US EPA Escaped Trash Assessment Protocol (ETAP)
- Recyclables include aluminum cans, plastic #1 PET bottles, and glass that is free of significant soil residue.
- All material collected must be bagged if possible and taken to the appropriate landfill and/or MRF and manifests must be secured documenting disposal.

This written plan outlining all of the above requirements must be submitted to the LSU AgCenter for review to ensure full conformance and compliance. Payment for this task will be issued at the completion of this task.

**Task 2 must be completed no later than 14 calendar days following completion of Task 1.**

## **Task 3: Equipment Installation, Maintenance, and Decommissioning**

- Part 1 - Install, monitor, and maintain litter capture devices procured within the identified project limits and in accordance with a prepared and approved Siting Plan. This part 1 must commence no later than 7 calendar days from completion of Task 2 and maintained for duration of 6 months minimum.
- Part 2 - Prepare and submit Decommissioning Plan with checklist for all equipment purchased and installed in Task 2. (Decommissioning Plan executed upon project completion in Task 5.) This Plan of Part 2 shall be submitted no later than 7 calendar days of completion of Part 1.

**Payment for this task will be made in two installments.**

**Installment 1 – upon completion of Part 1 outlined above.**

**Installment 2 – upon completion of Part 2 outlined above. This task must be completed by March 1, 2026.**

**Task 4: Equipment (Device) Operation - Data Collection & Reporting (see Exhibit C, Exhibit Performance Criteria)**

Operation of the devices will include removal and reporting of types, locations, and quantities of captured materials and will be reported in conformance with the United States Environmental Protection Agency (EPA)'s Escaped Trash Assessment Protocol (ETAP) and as stated below.

- All litter larger than 2" in diameter must be collected from the project waterway areas and cleaned from the litter catchment equipment.
- All litter must be sorted into recyclables and disposables (trash) on site.
- All litter collected must be documented using the US EPA guidelines Escaped Trash Assessment Protocol [ETAP].
- Recyclables include aluminum cans, plastic #1 PET bottles, and glass that is reasonably clean and not degraded so as to be acceptable when taken to the local Materials Recycling Facility (MRF).
- All material collected must be bagged if possible and taken to the appropriate landfill and/or MRF and manifests must be secured documenting disposal.
- Weights and volumes of trash and recyclables will be recorded.
- The supplier will provide a basic Litter Profile according to the ETAP (*see Reference Standards in "Part 1: Goals and Objectives"*), reporting brands associated with the litter, breakdown of recyclable versus disposable litter, and litter condition.
- Data reports including field observations must be provided monthly for the duration of the project until completion of Task 5.
- All data collected by the ETAP protocol shall be provided in spreadsheet format (Microsoft Excel) monthly and/or at the discretion of the project team upon request for the duration of the project.

Payment for this task will be issued upon the full completion of Task 4 with receipt of approved Data Reports.

**Task 4 must be completed by March 1, 2026.**

**Task 5: Project Closeout and Final Reporting**

A final project report will be provided at the conclusion of the project encompassing all collected litter data, field observations, assessments of equipment performance, removing, reassigning, or augmenting the catchment device layouts, and complete the decommissioning plan checklist. Final Report shall include installation plans for long-term maintenance and signage. A draft of this final report will be required for review, comment, and approval by the project team. This report shall be provided in both an editable document format (such as word and excel) as well as a pdf and hard copy format. Following submission of this draft report, the report will be reviewed by the project team and comments will be provided to the supplier. The supplier will be required to incorporate review comments into a final report and resubmit to the project team along with a Response Letter which addresses each review item.

Payment for this task will be issued upon the receipt of the Final Report.

**Task 5 must be completed by March 31, 2026.**



**Preliminary Project Siting Plan**

Capitol Lakes, Baton Rouge, LA





**EXHIBIT B**  
**SUMMARY OF DEVICES**

**Summary of Litter Equipment Devices: Tasks 2, 3 and 4**

Minimum of 8 LCCB

**Litter Catchment Containment Booms (LCCB)**

Boom No.		Length (lin ft)
1	Canal @ N.16th / Gracie St	80
2	Canal @ KCS	80
3	Canal @ So Lake	220
4	So Lake - Spanish Town Outfall	60
5	N. Side Capital Access Rd Bridge	120
6	Pump Station Intake Perimeter	240
7	N. 3rd St Outfall to N. Lake	60
8	N. Outfall to N. Lake	120
Total Length:		980

**Pontoon Mounted Litter Capture Devices (PLCD)**

PC No.		Count (Each)
1	N. Side Capital Access Rd Bridge	1

**Landside Litter Capture Fencing (LLCF)**

No.		Length (Lin Ft)
1	SE Zone 4 Limit (between outside I-110SB guard rail & lakeshore)	240

**Inlet Litter Capture Devices (ILCD)**

Planned Location		Inlet Counts (by Type)	
Zone		CB	DI
5	Frisco Street	4	
5	Gracie Lane	4	
5	North 16th Street	2	
5	Spanish Town Road	2	
4	Whitaker Dr		1
4	N. Seventh St	2	
4	State Capital Drive	1	
4	Capital Access Rd		2
4	Capital Access Rd	3	
3	Capital Lake Dr	6	
3	Capital Access Rd (N of Captl Bldg)		2
3	Capital Access Rd (N of Captl Bldg)	5	
3	N 3RD St	4	
3	N 3RD St		2
2	DOI & DOJ Rear Parking Areas (Est)	4	8
1	Ted Dunham Ave - North	16	2
Summary		53	17

**Equipment Performance Criteria: Task 4**

**Passive Litter Catchment Systems:**

The general types of potential litter catchment equipment that must installed as described and listed below. A description of this equipment can also be found at the following EPA link to Trash Free Waters document "Trash Capture Technologies" at <https://www.epa.gov/trash-free-waters/trash-capture-projects>

**A) Litter Catchment/Containment Booms (LCCBs)**

- 1) LCCBs shall function as floating catenaries providing passive capture of floatable aqueous litter being conveyed into the catchment by wind and stream flows. LCCB configurations shall have sufficient freeboard above and depth below water surface to capture and hold floatable litter with consideration of annual storm conditions (flows, wind speeds, and wave heights). Considered boom capture/containment shall be no less than 6" above and 10" below calm water surface.
- 2) LCCBs shall be suitably fitted with sufficient stays and buoyancy floats to remain above water surface (with end anchorages, tension rope, and ballast chains as necessary) to remain open to capture and contain captured floatable litter. Floats may be of expanded closed cell foam or inflatable bladder sheathed in water-resistant fabric. End anchorages may be set along the channel bank or lake shoreline using helical anchors or other suitable fixed objects to provide necessary restraint of tension ropes. Tension ropes shall be of minimum 1/2" diameter 3 strand fiber, UV and mildew resistant rated for safe working stress of at least 1,500lbs. LCCBs shall be sheathed or pigmented of safety orange.



**Litter Catchment/Containment Booms**  
Example for Concept Reference Only

**B) Pontoon Mounted Litter Capture Devices (PLCDs)**

- 1) Pontoon Mounted Litter Capture Devices (PLCDs) shall function as floating skimmer and trap devices providing passive capture of larger concentrations of floatable aqueous litter being conveyed into the catchment by wind and stream flows. PLCDs must function with flanking LCCBs to channel litter into skimmer opening. PLCDs shall include straddling pontoons providing adequate buoyancy, catchment opening area (5ft minimum opening width), and mounting areas for platform and trap attachments, operations and maintenance.
- 2) PLCDs must be unmotorized, floated into place and secured in position with conventional anchors, set along channel bank or lake shoreline using helical anchors or attached to other suitable fixed objects to provide necessary. PLCDs shall provide a minimum 5 square feet of safety orange surface above the waterline, and navigation hazard lighting may be required for open water conditions.



**Pontoon Mounted Litter Capture Devices**

Example for Concept Reference Only:

<https://freshwaterlandtrust.org/>

**C) Inlet Litter Capture Devices (ILCDs)**

- 1) ILCDs shall function as sieve/strainer devices set inside existing roadway Catch Basin (CB) and Drop Inlet (DI) drainage structures. ILCDs shall be sized to conform to available structure opening and structure widths, functioning to sieve/strain full flow of the entering runoff, maintaining adequate inlet function to avoid ponding /flooding conditions, and best capable storage of captured litter.



Example for Concept Reference Only:

<https://www.epa.gov/trash-free-waters/trash-capture-projects>



**Catch Basin (CB) Inlet Capture**

Example Catch Basin Outlet Screen Reference Only:

<https://www.epa.gov/trash-free-waters/trash-capture-projects>

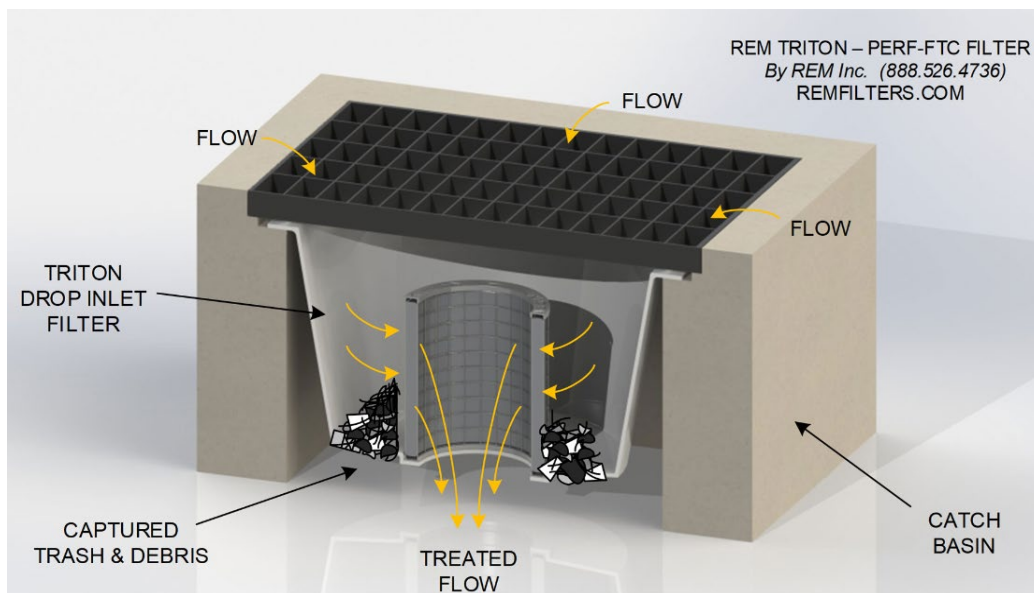




**Catch Basin Fabric Inserts**

Example for Concept Reference Only:

<https://www.epa.gov/trash-free-waters/trash-capture-projects>



**Drop Inlet (DI) Capture**

Example for Concept Reference Only:

<https://www.epa.gov/trash-free-waters/trash-capture-projects>

**D) Landside Litter Capture Fencing (LLCF)**

- 1) Landside Litter Capture Fencing (LLCF) shall function as an interceptor of windborne litter in areas alongside high volume roadways and considered prone to migration into the waterways. LLCF shall be a low height permeable fabric knotted netting material support along and between wooden stakes and along areas protected from travel and grounds maintenance operations. LLCF shall be 18 - 24" tall, of minimum 1 ¾" and maximum 3" treated mesh drawn taught, anchored, and located to present optimal litter capture and least hazard to wildlife.



Equipment may be EPA Trash Free Waters document "Trash Capture Technologies"  
<https://www.epa.gov/trash-free-waters/trash-capture-projects>

## **INSURANCE REQUIREMENTS AND MINIMUM LIMITS**

### **Insurance**

The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (henceforth referred to as the "Owner") requires Contractors to procure the below minimum limits. The insurance must be maintained for the duration of Work performed for or on behalf of the Owner and for the length of any Contract with the Owner. Failure to maintain the required insurance throughout the term of the Contract shall be a material breach and shall entitle the Owner to all remedies provided for in the Contract or by operation of law. The minimum insurance requirements described herein do not in any way limit the Contractors' financial responsibilities as outlined in the Contract indemnification requirements; therefore, the Contractor may opt to have broader coverage and limits to satisfy its financial obligations.

#### Workers' Compensation

Workers' compensation insurance shall be in compliance with the laws of the state in which the company is domiciled. Employers' Liability shall be included with a minimum limit of \$1,000,000 per accident and per disease per employee. If Contractor is exempt from workers' compensation or fails to provide appropriate coverage, then the Contractor is or agrees to be solely responsible and hold harmless the Owner for the injuries of any owners, agents, volunteers, or employees during the course of the Contract.

#### Commercial General Liability

Commercial general liability insurance shall be maintained on an "occurrence" basis, including property damage, bodily injury, products and completed operations, and personal and advertising injury with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on Insurance Services Office Form CG 00 01, (current form approved for use in Louisiana), or equivalent, is to be used in the policy.

#### Automobile Liability

Automobile liability insurance shall have a minimum combined single limit per accident of \$1,000,000 on ISO Form CA 00 01 (current form approved for use in Louisiana). This insurance shall include third-party bodily injury and property damage liability for owned, hired, and non-owned vehicles.

#### Excess Insurance

Umbrella or Excess Liability insurance may be used to meet the minimum limit requirements for General Liability and Automobile Liability only.

### **Other Insurance Requirements**

#### Additional Insured Status

The Owner is to be listed as an additional insured on the commercial general liability policy. The policy must use an endorsement at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 Forms (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency. See Verification of Coverage section on how the Owner should be listed as an additional insured.

#### Waiver of Subrogation/Recovery

All insurances shall include a waiver of subrogation/recovery in favor of the Owner.

#### Primary Coverage and Limits of Insurance

For any Claims related to Work performed for or on behalf of the Owner or related to a Contract purchase order, the Contractors' insurance coverage shall be primary insurance as respects to the Owner. Any applicable insurance or self-insurance maintained by the Owner shall be in excess of the Contractors' insurance and shall not contribute with it.

#### Subcontractors

Subcontractors of the Contractor shall be subject to all of the requirements stated herein. Contractor shall include all Subcontractors as insureds under its policies or shall be responsible for verifying insurance coverages and limits and maintaining certificates of insurance for each Subcontractor. The Owner reserves the right to receive from the Contractor copies of Subcontractors' certificates.

#### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions above \$25,000 must be approved by the Owner or reduced prior to the commencement of the Work. The Owner may require the Contractor to provide proof of ability to pay losses and related investigations, claims administration, and defense expenses within the retention.

#### Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of no less than A-: VII, unless otherwise approved by the Owner.

#### Verification of Coverage

The Owner shall be listed as additional insured and certificate holder as follows:

**The Board of Supervisors of  
Louisiana State University and  
Agricultural & Mechanical College  
213 Thomas Boyd Hall  
Baton Rouge, LA 70803**

Certificates of insurance shall be furnished to the Owner evidencing the insurance required herein including amendatory endorsements. The Owners' failure to obtain the required documents prior to the Work beginning or acceptance of a non-compliant certificate shall not waive the Contractors' obligation to have in place the required insurances or to provide the certificate. The Owner reserves the right to require certified copies of all the insurance policies, including endorsements.

#### Special Risks or Circumstances

The Owner reserves the right to consider alternate coverage or limits and to modify these requirements, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.