



REQUEST FOR PROPOSAL (RFP)

Submitted by: _____

Date: _____

Client Legal Name: _____ FEIN: _____

Client DBA: _____ Date Business Started: _____

Type of Entity: Individual/Sole Prop S-Corp LLC Other: _____

Taxes Filed As: Individual/Sole Prop/Single-Member LLC C-Corp S-Corp Partnership

LLC with tax classification: _____ Other: _____
(C-Corp, S-Corp, Partnership)

Email: _____ Number of Locations: _____

Address: _____

City: _____ State: _____ Zip: _____

Owner: _____ Phone: _____ Cell: _____

Primary Contact: _____ Phone: _____ Cell: _____

Current Payroll Method: In-House PEO Payroll Only Current Provider: _____

Payroll Frequency: Weekly (52) Biweekly (26) Semi-Monthly (24) Monthly (12)

PLEASE PROVIDE A FULL, DETAILED DESCRIPTION OF OPERATIONS

PAYROLL INFORMATION

Employees		Workers'	Workers' Comp Code Description	Annual Payroll
Full-Time	Part-Time	Comp Code		
Total Employees:			Total Annual Payroll:	

WORKERS' COMPENSATION QUESTIONNAIRE

1. Do employees travel out of the state and/or country?..... Yes No
2. Is any work performed outside the state of Florida?..... Yes No
 - a. If yes, where? _____
3. Do any employees predominately work from home?..... Yes No
4. Has any prior workers' comp coverage been declined, canceled or non-renewed?..... Yes No
5. Has the company and its owners/officers met all financial obligations to insurers for workers' comp premium and/or employee leasing/PEO agreements?..... Yes No
6. Are waivers of subrogation needed?..... Yes No
7. Exact maximum height worked in feet: _____
8. Provide how work is performed at heights: Scaffolding Lifts Ladders Other N/A
9. Percentage of operations subcontracted: _____ %
10. Type of work subcontracted: _____
11. Certificates for subcontractors kept on file?..... Yes No
12. Depth of work performed underground in feet: _____
13. Is trenching or boring performed?..... Yes No
14. Do you have company vehicles?..... Yes No
 - a. If yes, please provide a list of vehicles: _____
15. How many employees ride together (i.e. in the same vehicle) at the same time? _____ N/A
16. Radius of travel: _____ miles
17. How often are MVRs checked? (Select all that apply) Upon Hire Annually Quarterly
18. Please provide a list of all machinery owned: _____
19. Percentage of work:
 - a. Commercial _____ % Residential _____ %
 - b. Interior _____ % Exterior _____ %
20. Please provide a list of all chemical and hazardous material exposures: _____
21. Is work performed on barges?..... Yes No
22. Is work performed on vessels?..... Yes No
23. Is work performed on bridges?..... Yes No
24. Do you use aircraft/watercraft within your scope of work?..... Yes No
25. Is an early/light duty program in operation?..... Yes No
26. Do you provide 24-hour services?..... Yes No

**** Email submissions to treynolds@rightpeo.com**



LOSS HISTORY AFFIDAVIT

PLEASE PROVIDE COMPLETE INFORMATION

Client Legal Name: _____ FEIN: _____
 Client DBA: _____
 Address: _____
 City: _____ State: _____ Zip: _____

IN THE TABLE BELOW, PLEASE LIST INJURIES AND INCURRED COST FROM THE LAST 36 MONTHS

Claim Year	Name of Injured Employee	Claim Amount (\$)	Open/Closed	Description of Injury

*Please attach loss runs, if available. Write "NONE" if there have been no losses in the last 36 months.

Explanation of Losses

I, _____ (Owner Name), do hereby certify and swear that
 (i) _____ (Company Name) or
 (ii) all predecessors-in-interest or (iii) any other business entities with common majority ownership or common control,
 have incurred _____ injuries within the last _____ months.

Authorized Client Representative Signature

Print Name & Title

Date

Any person who knowingly and with intent to injure, defraud, or deceive an insurer file, statement of claim, or an application containing any false, incomplete, or misleading information with the purpose of avoiding or reducing the amount of premiums for workers' compensation coverage or conceal information pertinent to the computation and application of an experience rating modification factor, is guilty of a felony of the third degree or as otherwise punishable as provided under the law.