



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

Request For Proposal

I. Introduction

- A. Jefferson County is soliciting proposals for EMS Supplies from vendors who are interested and qualified to provide the products and services as indicated herein. Jefferson County intends to select a single vendor to fulfill all products and services outlined in this request. RFPs will be evaluated using the criteria herein.
- B. Emergency Medical Services are currently operated by Jefferson County Emergency Services Agency, a component agency of Jefferson County government, a political subdivision of the State of West Virginia. It is anticipated that Jefferson County Emergency Services Agency will become a department of the Jefferson County Commission. Therefore, any proposal in response to this request must be offered to Jefferson County Emergency Services Agency and/or the Jefferson County Commission, collectively referred to throughout this document as Jefferson County, interchangeably.

II. Proposal Submission

- A. Proposals must be submitted via email to purchasing@jcesa.org and include Proposal for EMS Supplies in the subject line. The vendor's name and address must be included within the body of the email or as an attachment.
- B. Proposal submissions must include
 1. Completed and signed Vendor's Declaration
 2. IRS W-9
 3. Completed EMS Supplies RFP Item Spreadsheet, in Microsoft Excel format. This file may be downloaded at <https://tinyurl.com/2znp9tuj> or e-mail purchasing@jcesa.org to request the file.
- C. Submissions will be accepted until **3:00pm on December 5, 2022** (Eastern Time.) Submissions received after the due date and time will not be considered.
- D. Modifications received after the due date will not be considered. Jefferson County assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the improper designation.
- E. Jefferson County reserves the right to accept or reject any or all proposals for any reason or to request and obtain, from one or more vendors submitting proposals, supplementary information as may be necessary to analyze the proposal(s). Jefferson County reserves the right to exercise discretion and apply its judgment with respect to all proposals submitted. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Jefferson County.
- F. Jefferson County may elect to award a contract in multiple phases, as is deemed to be in the County's best interest. Should the County award project in phases, the County reserves the right to award the phases to the same firm. All proposals submitted in response to the RFP become property of Jefferson County and, as public records, will be subject to public view.
- G. All proposals shall constitute, for a period of 90 calendar days from date of award, an irrevocable offer to provide the goods/services set forth in the specifications and proposal.
- H. At no time shall the successful vendor reproduce or use the logo, seal, or insignia of Jefferson County or any of its departments, agencies, or political subdivisions. The vendor will not use the return address or any other

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identifying or proprietary information of Jefferson County or any of its departments, agencies, or political subdivisions, for advertising or any other purpose other than required to fulfill the terms of this agreement without prior authorization from Jefferson County.

- I. Jefferson County is not responsible for any costs incurred by any vendor pursuant to the Request for Proposal. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

III. Background:

- A. Jefferson County is transitioning from a model involving volunteer owned and operated ambulances with staffing supplemented by the County, to a model wherein the County is the sole owner and operator of all 911-dispatched ambulances within the County's geographical boundaries. There will be 10 ALS-equipped ambulances, including 6 front-running units and 4 reserves, responding to all 911 calls for EMS. Historical EMS call volume:

Year	Incidents
2021	6004
2020	5473
2019	5364
2018	5118

IV. Required Vendor Qualifications and Experience

- A. By submitting a proposal in response to this request, the vendor certifies that neither the Vendor nor its officers nor any predecessor companies are under any part of the Bankruptcy Act nor ever filed under the Bankruptcy Act within the previous seven years, and that the vendor has been in business one or more years.
- B. To comply with Internal Revenue Service requirements, all vendors are required to have a current IRS Form W-9 on file with Jefferson County. A complete IRS form W-9 must be submitted with the proposal packet.
- C. Vendor will be required to provide a Certification of Insurance as proof of liability insurance at a minimum of \$1,000,000 per incident and Workers Compensation insurance as required by West Virginia.

V. Products and Services Included in this RFP

- A. The products and services included in this RFP are listed in [Appendix A](#), which includes the most common medical supply related materials used by Jefferson County. Jefferson County may request items available through the vendor but not listed within this document. The Vendor is to provide a discount percentage for non-contracted pieces.
- B. Jefferson County has specified products that are currently in use and would like to maintain such products for interoperability and continuity. Whenever the specification names a certain brand, make, manufacturer, or other definite requirement, they are to be used unless the vendor can demonstrate to the County's satisfaction that a like product is equal to or greater than the product requested, and for an equal or lesser price than the specified requested item.

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1. Proposed substitutions must be detailed on a page titled EXCEPTIONS, included with the proposal submission, describing the comparison of the requested product and the recommended substitution.
 2. Vendors must furnish specification sheets or similar data to support the requirements. Samples are not required to be submitted at the time of proposal submission.
 3. If requested, vendors must supply samples of items to ensure compliance with specifications within five (5) days of the request at no expense to the County and will remain as part of the solicitation file.
- C. All items shall have a minimum expiration date of twelve (12) months from the date of shipment, and the date must be displayed on the packages.
- D. Jefferson County shall not be required to purchase a minimum number nor be limited to a maximum number of contracted products during the contract period. Quantities ordered will be based upon the needs of the County at the costs listed on the Vendor's Price Proposal Form.
- E. The Vendor shall provide Jefferson County with an online catalog of products and accept orders online and by telephone.
- F. Questions regarding the product specifications in Appendix A or within section V or VI of this RFP may be directed to Bob Burner, Director, Jefferson County Emergency Services Agency, via mail at 419 16th Ave, Ranson, WV 25438, via phone at 304.728.3287, or email at purchasing@jcesa.org.

VI. Delivery

- A. Delivery is expected no later than seventy-two (72) hours after Jefferson County places an order online or by telephone, excluding holidays and weekends.
1. Any delay of delivery is to be explained and approved by the County's representative placing the order.
 2. Continuous delays in delivery may be cause for cancellation of contract.
- B. Products will be delivered F.O.B. to 419 16th Ave, Ranson WV, 25438 or other designated location(s) within Jefferson County, WV during normal business hours (8:00 AM to 4:00 PM) Monday through Friday.
- C. The County reserves the right to inspect all products delivered. The County will decide whether to accept or reject items delivered.
1. Final payment will be based upon actual in-place products and upon acceptance by the County.
 2. The inspection shall be conclusive except with respect to latent defects, fraud, or such gross mistakes as shall amount to fraud.
 3. Final inspection resulting in acceptance or rejection of the products will be made as soon as practicable, but failure to inspect shall not be construed as waiver by the County to claim reimbursement or damages for such products which are later found to be in non-conformance with specifications.
 4. Should public necessity demand it, the County reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price be determined by the County.

VII. Payment Terms

- A. Amounts due for items ordered, delivered, and properly invoiced shall be payable when those items are inspected and accepted. Proposals that require a down payment or mid-payment are not acceptable.
- B. Jefferson County processes payment in the form of a paper check within 30 days of receipt of a correct invoice. All invoices should be sent to the following address, unless otherwise directed by Jefferson County:

Jefferson County Emergency Services Agency
419 16th Ave
Ranson, WV 25438

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- C. Jefferson County is also able to pay invoices via a purchasing card (Visa or MasterCard.) All proposals in response to this RFP shall indicate whether a purchasing card is an acceptable form of payment for orders placed and indicate whether any fees are assessed by the Vendor for use of this payment method.
- D. All invoices must be itemized in full, showing item descriptions, quantity, price, payment terms, and reference Purchase Order (if applicable).
- E. Jefferson County is tax exempt. A Tax Exemption certificate will be provided upon award.
- F. The Vendor shall not include amounts due on the invoice for items not received when the order is not completed, or items are on backorder.
- G. Jefferson County reserves the right to deduct from payment any monies owed to Jefferson County by the vendor.

VIII. Non-Discrimination

- A. Jefferson County is an equal opportunity employer, purchaser, and service provider. Jefferson County does not discriminate towards any individual or business based on race, sex, color, age, religion, national origin, disability, or veteran status.
- B. The successful Vendor(s) agrees that they shall comply with all local, state, and federal law statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- C. If any claims should arise regarding this contract for a violation of any such local, state, or federal law, statute, rule, or regulation, the Vendor will indemnify and hold Jefferson County harmless for any damages, including court costs or attorney fees, which might be incurred.
- D. In the event of the Vendor's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Jefferson County. The Vendor may be declared, by Jefferson County, ineligible for further contracts with Jefferson County until satisfactory proof of intent to comply shall be made by the Vendor. The Vendor agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

IX. Applicable Law

- A. Any contract will be interpreted under the laws and statutes of the state of West Virginia. Jefferson County does not enter contracts which provide for mediation or arbitration. Any action arising from any contract made from these specifications shall be brought in the Circuit Court in Jefferson County, West Virginia or in the United States District Court for the Northern District of West Virginia.

X. Contract Nullification

- A. Jefferson County may, at any time, nullify the agreement if, in the judgment of Jefferson County, the Vendor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the Vendor(s), but no further sums shall be owed to the Vendor(s). The agreement between Jefferson County and the Vendor(s) is contingent upon an approved annual budget allotment, and is subject, with thirty (30) days notification, to restrictions or cancellation if budget adjustments are deemed necessary by Jefferson County.

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VENDOR'S DECLARATION

The vendor submitting a proposal in response to Jefferson County's RFP for **EMS Supplies** understands, agrees, and warrants that:

1. The vendor has carefully read and fully understands the full scope of the requirements.
2. The vendor has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
3. The vendor has liability insurance, and a certificate of insurance will be provided before the commencement of any work.
4. This proposal may be withdrawn by requesting such withdrawal in writing at any time prior to the acceptance deadline listed in the RFP but may not be withdrawn after such date and time.
5. Jefferson County reserves the right to reject any or all proposals and to accept that proposal which will, in its opinion, best serve the public interest. Jefferson County reserves the right to waive any technicalities and formalities in the proposal.
6. The vendor acknowledges that Jefferson County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the vendor.
7. Neither the vendor submitting this proposal, its officers, nor any predecessor companies are under any part of the Bankruptcy Act, nor have they filed under the Bankruptcy Act within the previous seven years.
8. The vendor submitting this proposal has been in business for at least one year.
9. The vendor has not been a party to any collusion among vendors in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or any discussion between vendors and any official of Jefferson County or any of their employees concerning exchange of money or other things of value for special consideration in submitting a proposal.

VENDOR:

Signature

Company Name

Name & Title

Address

Date

City, State, Zip

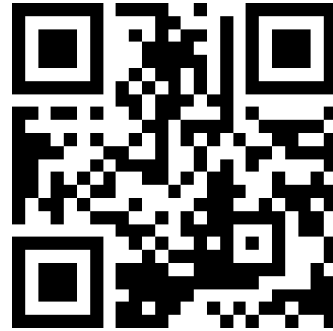
This declaration must be signed and included with the proposal submission, along with a completed IRS form W-9.

Appendix A Product Specifications

Proposals must be submitted in Excel format using the file available at:
<https://tinyurl.com/2znp9tuj>

You may also email purchasing@icesa.org to receive a copy of the file

or scan this QR code:



0.9% Normal Saline 1,000 mL bag
0.9% Normal Saline 100 mL bag
0.9% Saline Flushes (Luer Lock)
10 Drop IV Set
10 or 15 Drop IV Set with Micro Filter
10"x30" Multi-Trauma Dressing
12 Lead Cable (Compatible with Stryker/Physio Control LifePak 15)
15 Drop IV Set
2"x2" Sterile Gauze Pad
250 mL Sterile water bottle
3-way Stopcock
3"x8" Occlusive dressing
4 Lead Cable (Compatible with Stryker/Physio Control LifePak 15)
4"x4" Sterile Gauze Pad
60 cc Syringe with Irrigation Tip
60 drop IV Set
8"x10" Abdominal Pad
ACE Bandage
Acetaminophen, Oral Suspension, 800 mg
ADC Stethoscope (Adult)
ADC Stethoscope (Pediatric)
Adenosine, 6 mg/vial
Adhesive Tape 1"
Adhesive Tape 1/2"
Adhesive Tape 2"
Adjustable Oxygen Regulator for wall mount (flow rate of at least 15 lpm)
Adult BVM (Resuscitator The Bag II, Laerdal medical, 845211)

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Adult Defibrillation/Pacing Pads (Compatible with Stryker/Physio Control LifePak 15)
Adult ET Tube Introducer (15 French)
Adult ETCO2 Nasal Cannula (Compatible with Stryker/Physio Control LifePak 15)
Adult ETT Tube Holder
Adult Nasal Cannula
Adult Non-Rebreather Mask
Adult SpO2 Sensor (Compatible with Stryker/Physio Control LifePak 15)
Albuterol, 2.5 mg
Alcohol Preps
Amiodarone, 150 mg/vial
Aspirin, 81 mg, chewable tablets
Atropine, 1 mg preloaded syringe
Backboard
Bacterial/Viral Filter
BAM Device
Bedpan, Disposable
Biohazard Trash Bag (15 Gallon)
Blizzard Blanket
Blood Pressure Cord (Straight, not coiled) (Compatible with Stryker/Physio Control LifePak 15)
Blood Pressure Cuff (Child)
Blood Pressure Cuff (Infant)
Blood Pressure Cuff (Large Adult)
Blood Pressure Cuff (Regular Adult)
Body Bag
C-Collar Adult (Adjustable)
C-Collar Pediatric (Adjustable)
Cervical Immobilization Device (Adult)
Cervical Immobilization Device (Pediatric)
Chest Decompression Needle (14 Gauge, minimum 3.25")
Chest Decompression Needle (16 Gauge, minimum 1.5")
Chest Seal
Child Blood Pressure Cuff (Compatible with Stryker/Physio Control LifePak 15)
Child Occupant Restraint System (Must be Emergency Child Restraint brand)
Coban 3"
Cold Pack
Commercial Tourniquet
Conforming Gauze 4"
Conforming Gauze 6"
CPAP (Large) (Must be Mercury Medical Item # 1057318)
CPAP (Small) (Must be Mercury Medical Item # 1057319)
Cyano Kit
D10W (250 mL bag)

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D5W 100 mL Bag
Defibrillation cord (Compatible with Stryker/Physio Control LifePak 15)
Dexamethasone (10 mg)
Dextrose 50%
Diltiazem (50 mg/vial)
Diphenhydramine (50 mg/vial)
Dopamine (400 mg in 250 mL)
Duo-Neb (2.5 mg Albuterol/0.5 mg Ipratropium Bromide)
ECG Paper (Compatible with Stryker/Physio Control LifePak 15)
Electrodes (Ambu SP)
Emesis Bag Dispenser
Emesis Bag, Disposable and Splash Resistant
Endotracheal Tube, 2.5 Cuffed, with Stylet
Endotracheal Tube, 3.0 Cuffed, with Stylet
Endotracheal Tube, 3.5 Cuffed, with Stylet
Endotracheal Tube, 4.0 Cuffed, with Stylet
Endotracheal Tube, 4.5 Cuffed, with Stylet
Endotracheal Tube, 5.0 Cuffed, with Stylet
Endotracheal Tube, 5.5 Cuffed, with Stylet
Endotracheal Tube, 6.0 Cuffed, with Stylet
Endotracheal Tube, 6.5 Cuffed, with Stylet
Endotracheal Tube, 7.0 Cuffed, with Stylet
Endotracheal Tube, 7.5 Cuffed, with Stylet
Endotracheal Tube, 8.0 Cuffed, with Stylet
Endotracheal Tube, 8.5 Cuffed, with Stylet
Endotracheal Tube, 9.0 Cuffed, with Stylet
Endotrol Oral/Nasal Cuffed Endotracheal Tube 6.0
Endotrol Oral/Nasal Cuffed Endotracheal Tube 7.0
Epinephrine, 1:1,000, 1 mg
Epinephrine, 1:10,000, 1 mg, preloaded syringe
Etomidate (40 mg vial)
Exam Gloves (Extra Extra Large)
Exam Gloves (Extra Large)
Exam Gloves (Large)
Exam Gloves (Medium)
Exam Gloves (Small)
Fentanyl (100 mcg/vial)
Fentanyl (250 mcg/ vial)
Fentanyl (500 mcg/vial)
Filter Needle
Furosemide (100 mg/vial)
Glucagon (1 mg)

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Glucometer
Glucometer Carrying Case
Glucometer Control Solution
Glucometer Strips
Haloperidol (5 mg/vial)
Hand Sanitizer
Hemostatic gauze
Hot Pack
I-Gel Airway Support Strap
I-Gel Size 1
I-Gel Size 2
I-Gel Size 2.5
I-Gel Size 3 (Must be Resus Kit)
I-Gel Size 4 (Must be Resus Kit)
I-Gel Size 5 (Must be Resus Kit)
I-Gel Sizer 1.5
Infant Blood Pressure Cuff (Compatible with Stryker/Physio Control LifePak 15)
Infant BVM (Resuscitator, Laerdal Medical)
Infant SpO2 Sensor (Compatible with Stryker/Physio Control LifePak 15)
Inline ETCO2 sampling line (Compatible with Stryker/Physio Control LifePak 15)
Isolation Gown
IV Blood Tubing with Filter
IV Catheter 14 gauge (Jelco or equivalent with via Valve or equivalent technology)
IV Catheter 16 gauge (Jelco or equivalent with via Valve or equivalent technology)
IV Catheter 18 gauge (Jelco or equivalent with via Valve or equivalent technology)
IV Catheter 20 gauge (Jelco or equivalent with via Valve or equivalent technology)
IV Catheter 22 gauge (Jelco or equivalent with via Valve or equivalent technology)
IV Catheter 24 gauge (Jelco or equivalent with via Valve or equivalent technology)
IV Extension Set (High Pressure BioMedix P01-102)
IV Start Kit
KED Board
Ketamine (500 mg/5mL vial)
Labetalol (100 mg/vial)
Lancets
Large Adult Blood Pressure Cuff (Compatible with Stryker/Physio Control LifePak 15)
Laryngoscope Handle (Medium) (Greenline Fiber Optic)
Laryngoscope Handle (Small) (Greenline Fiber Optic)
MAC 1 (Greenline Fiber Optic)
MAC 2 (Greenline Fiber Optic)
MAC 3 (Greenline Fiber Optic)
MAC 4 (Greenline Fiber Optic)
Magill Forceps (Adult)

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Magill Forceps (Pediatric)
Magnesium Sulfate (1 gram vial)
Magnesium Sulfate (5-gram vial)
Meconium Aspirator with ETT Tube Adaptor
Medication Nasal Atomizer
Micron Filter
Midazolam (10 mg vial)
Midazolam (5 mg vial)
Miller 0 (Greenline Fiber Optic)
Miller 00 (Greenline Fiber Optic)
Miller 1 (Greenline Fiber Optic)
Miller 2 (Greenline Fiber Optic)
Miller 3 (Greenline Fiber Optic)
Miller 4 (Greenline Fiber Optic)
Morgan Lens
Morphine (10 mg vial)
Naloxone, 2 mg/1 mL
Nasopharyngeal airways Size 12
Nasopharyngeal airways Size 14
Nasopharyngeal airways Size 16
Nasopharyngeal airways Size 18
Nasopharyngeal airways Size 20
Nasopharyngeal airways Size 22
Nasopharyngeal airways Size 24
Nasopharyngeal airways Size 26
Nasopharyngeal airways Size 28
Nasopharyngeal airways Size 30
Nasopharyngeal airways Size 32
Nasopharyngeal airways Size 34
Nasopharyngeal airways Size 36
Nebulizer Kit (with T Piece)
Nebulizer Mask Kit (Adult)
Nebulizer Mask Kit (Pediatric)
Needle, Hypodermic, 18 gauge
Needle, Hypodermic, 22-gauge, 1.5 inch
Needle, Hypodermic, 27 gauge
Neonate BVM Mask
Neonate ET Tube Introducer (6 French)
NIOSH N95
Nitroglycerin Spray, 0.4 mg metered dose
OB Kit with Bulb Syringe
Ondansetron, 4 mg, Oral Dissolving Tablet

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Ondansetron, 4 mg/vial
Oral Glucose, 15 Grams
Oropharyngeal Airway 100 mm
Oropharyngeal Airway 110 mm
Oropharyngeal Airway 40 mm
Oropharyngeal Airway 50 mm
Oropharyngeal Airway 60 mm
Oropharyngeal Airway 70 mm
Oropharyngeal Airway 80 mm
Oropharyngeal Airway 90 mm
Pediatric BVM (Resuscitator, Laerdal Medical)
Pediatric Defibrillation/Pacing Pads (Compatible with Stryker/Physio Control LifePak 15)
Pediatric ET Tube Introducer (10 French)
Pediatric ETCO2 Nasal Cannula (Compatible with Stryker/Physio Control LifePak 15)
Pediatric ETT Tube Holder
Pediatric Length/Weight Based Tape (Similar to Broslow Tape)
Pediatric Nasal Cannula
Pediatric Non-Rebreather Mask
Pediatric Spinal Immobilization Device
Pediatric SpO2 Sensor (Compatible with Stryker/Physio Control LifePak 15)
PEEP Valve, Compatible with Resuscitator The Bag II, Laerdal medical, 845211
Pelvic immobilization Device
Penlight
Percutaneous Airway Kit
Pelvic Binder
Pillow, Fluid Resistant
Pressure Infusion Bag
Portable Suction Device (Battery Powered)
Protective Eyewear (Meeting ANSI Z87.1-2003)
Pulse Oximeter (Adult)
Pulse Oximeter (Pediatric) (This can be a combined device with the Adult Pulse Oximeter)
Reeves Stretcher
Reflective Vest (Meeting ANSI/ISEA 107-2004 Class 3)
Regular Adult Blood Pressure Cuff (Compatible with Stryker/Physio Control LifePak 15)
Ring Cutter
Rocuronium (100 mg/vial)
Salem Sump (Naso/Oral Gastric Tube) 10 French
Salem Sump (Naso/Oral Gastric Tube) 12 French
Salem Sump (Naso/Oral Gastric Tube) 14 French
Salem Sump (Naso/Oral Gastric Tube) 16 French
Salem Sump (Naso/Oral Gastric Tube) 18 French
Salem Sump (Naso/Oral Gastric Tube) 6 French

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Salem Sump (Naso/Oral Gastric Tube) 8 French
Sam Splint (Regular)
Sam Splint (X-Large)
Sani Clothes or equivalent
Sharps Container (1 quart)
Sharps Container (5 quart)
Sharps Container Wall Mount Cabinet
Small Adult Blood Pressure Cuff (Compatible with Stryker/Physio Control LifePak 15)
Sodium Bicarbonate, 50 mEq, prefilled syringe
Soft Restraints (Both Ankle and Wrist)
Spider Straps
SpO2 Cord (Compatible with Stryker/Physio Control LifePak 15)
Sterile Burn Sheet
Suction Canister, 1200 mL
Suction Canister, 800 mL
Suction Catheter, Flexible, 10 French
Suction Catheter, Flexible, 12 French
Suction Catheter, Flexible, 14 French
Suction Catheter, Flexible, 16 French
Suction Catheter, Flexible, 18 French
Suction Catheter, Flexible, 6 French
Suction Catheter, Flexible, 8 French
Suction Tubing with Large Bore, Rigid Suction Yankauer, 1/4" internal diameter
Succinylcholine (200 mg/vial)
Syringe, 10 cc, Luer Lock
Syringe, 1cc with attached needle (Luer Lock preferred, slip tip acceptable)
Syringe, 20 cc, Luer Lock
Syringe, 3cc with attached needle, Luer Lock
Syringe, 5cc, Luer Lock
Syringe, 60 cc, Luer Lock
Tetracaine (0.5%) Ophthalmic drops (2 mL total)
Thermal Blanket
Thiamine, 100 mg vial
Traction Splint (Adult)
Traction Splint (Pediatric)
Tranexamic Acid (TXA) 1 gram vial
Trauma Shears
Triage Tags
Triage Tape (Black)
Triage Tape (Blue)
Triage Tape (Green)
Triage Tape (Yellow)

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Triage Taps (Red)

Triangle Bandage

Urinal, Disposable

Welch Allyn Thermometer (Must be Hospital Grade)

Welch Allyn Thermometer Oral Probe

Welch Allyn Thermometer Probe Covers

Welch Allyn Thermometer Rectal Probe

Welch Allyn Thermometer Wall Mount