

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 083  
Department: Department of Administration  
Division (if applicable): Purchasing  
Department Appointing Authority: Director Joy Grimmer  
Agency contact (name, phone and e-mail): William Taylor, 775-515-5173, btaylor@admin.nv.gov  
Budget Division Analyst (name, phone and e-mail): Venus Fajota, 775-684-0210, vbfajota@finance.nv.gov  
Proposed BOE date: June 9, 2026  
Proposed effective date: July 1, 2026

1. Reason/purpose for requested change:  
**SAM 1552 previously allowed direct purchase authority for equipment repair and maintenance, including aircraft. The removal of SAM 1500 has created significant challenges for agencies responsible for public safety, such as the Nevada Department of Transportation, the Nevada Department of Wildlife, and the Forestry Division. While these agencies can perform some repairs internally, there are many situations where they lack the capacity or technical ability to complete the repairs in-house.**
2. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):  
**Restoring direct purchase authority for urgent maintenance and repairs enables agencies to complete work quickly and keep critical equipment, such as helicopters and snowplows, operational during essential periods. This will help avoid extensive delays that can occur when agencies must wait for approval before purchasing necessary parts or services.**
3. Will recommended change have a fiscal impact (if yes, explain): No
4. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed). (please provide requested change as an attachment): **SAM0317 Attached**

Department Appointing Authority: Joy Grimmer Date 5/8/2026

Clerk of the Board Review: Kelley G. Cummings Date 6/12/26  
(required for website posting)

BOARD OF EXAMINERS APPROVAL DATE: \_\_\_\_\_  
(for BOE use only)

## **SAM0317 Equipment Repair and Maintenance**

A. Contracts for repair and maintenance of equipment, including motor vehicles, *aircraft* and other large equipment *that exceeds \$25,000*, are subject to the same rules as other contracts. Agencies are encouraged to prepare by soliciting and awarding ongoing contracts for maintenance and repair of any equipment vital to agency operations. However, sometimes circumstances necessitate contracts for one-time equipment repairs. ~~Contracts for e~~*Equipment* repair and maintenance *that exceeds \$25,000* require competition in accordance with SAM 0305 and approval in accordance with SAM 0107, with the exception that warranty work performed at no cost requires no approval.

B. Agencies authorizing repairs on State property are required to verify that the contractor maintains insurance as required by Risk Management prior to start of work