

### ALLOWANCE AUTHORIZATION FORM

Project Name: New Sallyport at the Baldwin County Courthouse

Name of Allowance Account: Owner's Allowance

Authorization No.: 6

Date: 6-18-26

In accordance with Specification Section 0101 - "BASE BID, ALTERNATES & ALLOWANCES", the Contractor, Rogers and Willard, is hereby authorized to proceed with the changes in Work as are described below and is to be paid for the performance of these changes as provided in Specification Section 0101. This Authorization shall become effective when it is signed by the Contractor and the Owner's Representative, and it is understood and agreed that the amount(s) stipulated below constitute full compensation for these changes in Work.

Description of the Work under this Authorization: Furnish and install Knox Boxes as directed by Bay Minette Fire Department.

Total amount of this Authorization: (\$1,820.00)

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Original amount of the Allowance:	\$200,000.00
Net total of Previous Authorizations:	(\$194,878.68)
Previous Remaining Allowance:	\$5,121.32
Total amount of this Authorization:	(\$1,820.00)

X Allowance Remaining after this Authorization \$3,301.32


Recommended by:

Authorized by:

Accepted by:

  
\_\_\_\_\_  
ARCHITECT

\_\_\_\_\_  
CITY/COUNT/STATE AGENCY

  
\_\_\_\_\_  
Contractor

Digitally signed by Matt Lomax  
DN: C=US,  
E=mlomax@rogerswillard.com,  
O=Rogers and Willard, CN=Matt  
Lomax  
Reason: I am approving this  
document



PCO #009

Rogers & Willard, Inc.
550 St. Michael Street Suite A
Mobile, Alabama 36602
Phone: +12514792675

Project: 24-039 - Baldwin County CH Sally Port
312 Courthouse Square
Bay Minette, Alabama 36507

Prime Contract Potential Change Order #009: Sallyport - Knox Boxes

Table with 2 columns: TO: and FROM: containing details like PCO NUMBER/REVISION, REQUEST RECEIVED FROM, STATUS, REFERENCE, FIELD CHANGE, LOCATION, SCHEDULE IMPACT, EXECUTED, CONTRACT, CREATED BY, CREATED DATE, PRIME CONTRACT CHANGE ORDER, ACCOUNTING METHOD, PAID IN FULL, SIGNED CHANGE ORDER RECEIVED DATE, and TOTAL AMOUNT.

POTENTIAL CHANGE ORDER TITLE: Sallyport - Knox Boxes

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

From: Jim Hagan
Sent: Monday, June 15, 2026 3:16 PM
To: Matt Lomax <mlomax@rogerswillard.com>; Terry Covas <tcovas@rogerswillard.com>
Subject: Sallyport - Knox Boxes
Importance: High
Matt,

We are going to need the following for the Sallyport project.

- 1. Knox box mounted on the Sallyport containing key for gate and door to fire alarm panel and entrance at bottom of stairs. Model- 3200 black
2. Knox padlock for south gate. Model - 3781 (this model number is the padlock with the long shackle)
3. Knox box for inside Break Room containing key for security doors to allow access to sprinkler riser. Model - 1400 elevator box

We will confirm the mounting location with Steven Stewart prior to installing these.
Please get a quote for these and send it to me so I can do an allowance authorization. If you have any questions, please let me know.
Thanks,
Jim

ATTACHMENTS:

Knox Receipt.pdf

Table with 4 columns: #, Budget Code, Description, Amount. Includes a Grand Total row with \$1,820.00 circled in red.

SIGNATURE DATE SIGNATURE DATE SIGNATURE DATE

From: KnoxBox <[noreply@knoxbox.com](mailto:noreply@knoxbox.com)>  
 Sent: Tuesday, June 16, 2026 11:07 AM  
 To: Christina Taylor <[Ctaylor@rogerswillard.com](mailto:Ctaylor@rogerswillard.com)>  
 Subject: Order Receipt



**Order Receipt**

**Order Information**

**Order Number:** OS-16062026-43365  
**Order Date:** 06/16/2026 09:06:38  
**Payment Method:** Credit Card  
**Account Number:**  
**Shipping Method:** Standard Ground

**Customer Service**

**Email:** [customerserviceemail@knoxbox.com](mailto:customerserviceemail@knoxbox.com)  
**Phone:** 800-566-9269

**Department:**

**Billing Address**

Rogers & Willard, Inc.  
 Christina Taylor ,  
 Rogers & Willard, Inc.  
 550 St. Michael Street , Suite A  
 MOBILE, AL, US, 36602  
 Phone Number : 2516542199

**Shipping Address**

Rogers & Willard, Inc.  
 Christina Taylor ,  
 Rogers & Willard, Inc.  
 550 St. Michael Street , Suite A  
 MOBILE, AL, US, 36602  
 Phone Number : 2516542199

SKU	Item	Qty	Price	Total
3781	Knox Padlock® 3-7/8" Shackle Non-Shrouded - Exterior Use	1	\$161.00	\$161.00
1403	Knox Elevator Box® 1400 - Red	1	\$593.00	\$593.00
3261	KnoxBox® 3200 - Surface Mount - Black - Mechanical Lock	1	\$499.00	\$499.00
			<b>Sub Total</b>	\$1,253.00
			<b>Shipping</b>	+\$52.00
			<b>Tax</b>	+\$0.00
			<b>Total</b>	<b>\$1,305.00</b>

**Additional Instructions:**