260 Madison Street, Oak Park, Il 60302

# NOTICE TO BIDDERS

The Board of Education of Oak Park Elementary School District 97, 260 Madison Street, Oak Park, Illinois, 60302, will receive Bid Proposals for LANDSCAPE SERVICES, all in accordance with the contract documents, including specifications as filed with the Assistant Superintendent for Finance and Operations.

A MANDATORY PRE-BID MEETING WILL BE HELD ON FRIDAY MAY 17, 2024 AT 1:00 P.M. AT THE DISTRICT OFFICE, 260 Madison Street, Oak Park, IL 60302

Bids must be received at the District Office, 260 Madison Street, Oak Park, IL 60302, no later than 3:00 P.M. on Friday, May 24, 2024, at which time the bids will be opened. Bids received after the specified date and time will be returned to the bidder unopened.

Bids mailed or delivered shall be marked to the attention of: Mr. John Pahlman Oak Park School District 97 260 Madison Street Oak Park, IL 60302

The front of the envelope should be clearly marked "LANDSCAPE SERVICES". Additional information may be obtained by contacting Mr. John Pahlman at (708) 524-3125.

Bid Due Date: 3:00 P.M. on FRIDAY, MAY 24, 2024

No bids may be withdrawn for a period of 60 days after the bid opening date.

Only those bids complying with the provisions and specifications of the bid will be considered. The Board of Education reserves the right to waive any informalities, qualifications or irregularities, and/or reject any of all proposals, when in its opinion, such action will serve the best interest of the Board of Education of Oak Park Elementary School District 97.

By authorization of the Board of Education

John Pahlman

Senior Director of Buildings and Grounds

#### **Instructions to Bidders**

#### 1. GENERAL

- a. Bids shall be submitted in a sealed envelope properly marked with title of bid, date, and time of opening.
- b. Bids are to be returned to:

Board of Education Attn: John Pahlman 260 Madison Street Oak Park, Illinois 60302 (708) 524-3125

- c. Your bid shall be made on the enclosed form. An incomplete bid document may disqualify the bid. Unsigned or late bids will not be considered.
- d. School District 97 is not subject to Federal Excise Tax or Illinois Retailers
  Occupational Tax. An exemption certificate shall be furnished upon request.
- e. The Board of Education reserves the right to waive any informalities, qualifications or irregularities, and/or reject any or all proposals, when in its opinion, such action will serve the best interest of the Board of Education of Oak Park Elementary School District 97.
- f. By making a bid, the Bidder represents that the Bidder has read and understands the bid documents and that the bid is made in accordance therewith; that the Bidder has read and understands the bid documents or contract documents, to the extent that such documentation relates to the Work for which the bid is submitted; that the bidder has visited the site, become familiar with the local conditions under which the Work is to be performed and has correlated the Bidder's personal observations with the requirements of the proposed contract documents; and that the bid is based upon the material, equipment and systems required by the bidding documents without exception.
- g. Prices quoted shall include all charges for packing, transportation, and delivery specified herein.

#### 2. BID GUARANTEE

Each bid must be accompanied by a Bid Guarantee which shall not be less than 10 percent of the amount of the base bid, and at the option of the Bidder may be a certified check, bank draft

payable to the Board of Education of Oak Park Elementary School District 97, Cook County, Illinois, or a Bid on A.I.A. Form A-310, secured by a guarantee or surety company, duly executed by the Bidder as principal and a corporate surety authorized to do business in the State of Illinois and having a minimum equivalent of best 2 company 5 A rating. No bid will be considered unless it is so guaranteed. Cash deposits will not be accepted. Such Bid Guarantee shall be submitted with the understanding that is shall guarantee that:

- a. The Bidder will not withdraw his base bid within 60 days or alternate bid prices for 90 days after the date of the opening of bids.
- b. The successful Bidder will enter into a formal contract with the Owner and give such bonds as are required by the GENERAL CONDITIONS and SUPPLEMENTARY GENERAL CONDITIONS.
- c. In the event the bid is withdrawn within the 60-day period after the date of the bid opening, the Bidder shall be liable to the owner for the full amount of the Bid Guarantee, and the Owner shall have the right to retain the proceeds of said Bid Guarantee to apply on the account of damages and excess costs which they may incur because of such withdrawal as liquidated damages and not as a penalty.
- d. In case the Bid Guarantee is in the form of a certified check or bank draft, the Owner may make such disposition of same as will accomplish the purpose for which submitted. Certified checks or bank drafts of all but the three lowest Bidders will be returned as soon as practical after the opening of the bids.

#### 3. PERFORMANCE BOND

A Performance and Labor/Materials payment bond will be required from the successful contractor in the amount of one hundred (100) percent of the entire contract. Within (10) days after signing a contract with the Board of Education, the Contractor shall furnish and pay for the Performance and Labor/Materials payment bond as surety in the amount of one hundred (100) percent of the entire contract, covering the faithful performance of the contract and the payment of all obligations arising thereunder, including the provisions of his obligations under the contract have been performed. The "Bond" shall be written on forms furnished by the American Institute of Architects latest form, and the bonding company shall be licensed by the State of Illinois. The attorney in fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney. The Bidder shall deliver the required bonds to the Owner not later than 3 days following the date of execution of the contract. If the work is to be commenced prior thereto in response to a letter of intent, the Bidder shall, prior to commencement of the work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this paragraph. The bonds shall be dated on or after the date of the contract.

#### 4. WITHDRAWAL OF BIDS

Bids will be considered to be firm for a period of sixty (60) days from the date established for the opening of bids. Bids may be withdrawn by letter if received by the District prior to the time and date established for the opening of bids.

#### 5. INVESTIGATION OF BIDDERS

- a. The Business Office will make such investigation as is necessary to determine the ability of the Bidder to fulfill bid requirements.
- b. The Board of Education, in determining the responsibility of any bidder, may take into account other factors in addition to financial responsibility, such as past records of transactions with the bidder, experience, adequacy of equipment, ability to complete performance within necessary time limits, and other pertinent considerations such as, but not limited to: delivery policy, reliability, reputation, competence skills, efficiency, facilities, resources, and location of the bidder as related to profit reply to services needs and ease of communications. The bidder shall, if and upon the District's request, supply such information as current auditor's financial statement, insurance certification, and any other necessary information to allow the Board to determine the bidder's qualifications and responsibility.
- c. The Board of Education reserves the right to reject any bid if it is determined that the Bidder is not properly qualified to carry out the obligations of the Contract.

#### 6. SPECIFICATIONS AND REQUIREMENTS

Specifications and requirements are as enclosed. Any alternates, exceptions, deviations from or qualifications to these specifications and requirements must be submitted in writing and attached to the bid document. All bids will be considered to have taken into consideration the specifications and requirements, including but not limited to any contract conditions or supplementary contract conditions included in the bid material. Unless otherwise expressly stated, all bids submitted shall constitute the Bidder's acknowledgement of and consent to such contract conditions and/or supplementary contract conditions. All product evaluations and decisions by the Board of Education shall be considered final.

#### 7. ERRORS AND OMISSIONS

All proposals shall be submitted with each space properly completed. The special attention of Bidder is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the proposals as submitted

#### 8. INSURANCE REQUIREMENTS

Contracted shall provide certification of insurance issued by companies satisfactory to the District with a Best rating of a VII or better and shall be of the following types and with at least the following limits of coverage, and NAMING THE DISTRICT AS AN ADDITTONAL INSURED.

- a. Commercial Automobile Liability Coverage
  - o \$1,000,000 Combined Single Limit
  - o District should be named as an additional insured on a primary & non-contributory basis
- b. Commercial General Liability Coverage
  - o \$1,000,000 Per Occurrence
  - o \$2,000,000 General Aggregate
- c. Umbrella or Excess Liability
  - o \$2,000,000
- c. Workers Compensation Coverage
  - o Statutory limits
  - o Employers Liability Limits of \$500,000/\$500,000/\$500,000

Contractor shall agree to defend, indemnify and hold harmless the Board of Education and its employees, agents and volunteers from and against all costs, damages, claims or expenses it may suffer, incur or sustain or become liable for, on or account of any injury to or death of its employees or to any other person, or damage to or injury to real estate or personal property caused by or arising out of the services to be performed.

#### 9. PERMITS

Any license, special permit, fees, bonds, etc., as may be required by local or state authorities shall be paid for by the Contractor.

#### 10. WRITTEN GUARANTEES

The Contractor shall provide the Owner with a written guarantee warranting their work to be free from defects in materials for a minimum period of one (I) year from the date of final payment, and state that their work is in compliance with the specifications and highest standards of workmanship.

Written guarantees shall be submitted with request for final payment.

The Contractor shall, at their expense, and without cost to the Owner, and within notice thereof, make good any defects in materials or workmanship which may develop during said one (1) year period, including any damage to other work caused by such defects or the repairing of the same.

#### 11. FINAL CLEAN-UP

Prior to final payment, the Contractor shall: remove all debris from the site, remove all stains, spots, marks, and dirt from work, and restore landscaping.

#### **12. TERM**

The term of this Agreement is three (3) years and shall commence July 1, 2024, and shall expire on June 30, 2027.

#### 13. TERMINATION

This Agreement may be terminated as follows:

- a. The District may terminate this Agreement at any time, for any reason in its sole discretion, upon fifteen (15) days written notice to contractor.
- b. The District may terminate this Agreement at any time upon written notice to the contractor for performance.
- c. Either Party may terminate this Agreement if the other Party breaches any provision of this Agreement and such breach remains uncured more than fifteen (15) days after receipt of a written request for cure from the non-breaching Party.

#### 14. SCHEDULES

Mutually agreeable schedules for routine maintenance and playground mulch are to be developed by the Bidder and the District.

The School District will provide schedules when testing is to be conducted in the schools. No power equipment is to be used during these times.

#### 15. AWARD

Contract will be awarded to the responsible Bidder submitting the lowest proposal complying with the conditions of the bid documents. The Owner shall have the right to accept or reject any and all bids, including, but not limited to, the low bid. The Bidder to whom the contract is awarded will be notified at the earliest practicable date. The Owner also reserves the right to reject any and all bids, which in the sole opinion of the Owner, are either no responsive or are not in the best interest of the Owner, and to waive any informality, irregularity or qualification in the bids received whenever such rejection or waiver is deemed by the Owner to be in its best interest.

#### 16. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be constructed as acceptance of all provisions contained herein, and acts of the General Assembly of the State of Illinois relating to wages of laborers, preference to citizens of the United States, and the State of Illinois, and discrimination and intimidation of employees. Provisions of said acts are hereby incorporated by reference and become a part of this proposal and specifications.

#### 17. UNSIGNED OR LATE BIDS WILL NOT BE CONSIDERED

If you choose not to submit a bid at this time, please return this information stating reasons(s) you are not bidding. Failure to respond to this request may result in removal of your firm from the bidders list.

#### 18. ADDENDA

Addenda, if any, shall be mailed or delivered to all who are known by the issuing office to have received a complete set of bid documents. Copies of addenda will be made available for inspection wherever bid documents are on file for that purpose. No addenda will be issued later than 7 days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one which includes postponement of the date for receipt of bids. Each Bidder shall ascertain prior to submitting a bid that the Bidder has received all addenda issued, if any, and the Bidder shall acknowledge such receipt in the bid.

#### 19. SUBMITTALS

The Bidder shall, within 15 days after notification of selection for the award of contract, furnish to the Owner in writing:

- a. A designation of the Work to be performed with the Bidder's own forces;
- b. Names of the manufacturer's products and the suppliers of principal items or system of materials and equipment proposed for the Work; and
- c. Names of persons or entities (including those who are to furnish material or equipment fabricated to a special design) proposed for the principal portions of the Work.

The Bidder will be required to establish to the satisfaction of the Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the bid documents.

Prior to the award of the contract, the Bidder will be notified in writing if, after due investigation, there exists a reasonable objection to a person or entity proposed by the Bidder. If a reasonable objection to a proposed person or entity is raised, the Bidder may, at the Bidder's option, (I) withdraw the bid, or (2) submit an acceptable substitute person or entity with an adjustment in the base bid or alternate bid to cover the difference in cost occasioned by such substitution. The Owner shall accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

Persons and entities proposed by the Bidder and to whom no reasonable objection has been made must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner.

# 20. BIDDER RESPONSIBILITY

The Bidder shall assume full responsibility for timely delivery of all required submittals at the location designated for receipt of bids. Oral, telephone or telegraphic bids are invalid and shall not receive consideration.

# CERTIFICATE OF BIDDER ELIGIBILITY

720ILCS 5/338-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not banned from bidding on public contacts for bid rigging or bid rotation.

DO SO MAY RESULT IN DISQUATIFICATTON	I and submitted with bidder's bid proposal. FAILURE TO I OF THE BIDDER	
	, as part of its bid for	
certifies that said contractor is not banned from bidding on the aforementioned contact as a result		
of a violation of cither 720ILCS 5133E-3 or 7	720 ILCS 5133EA.	
8	Firm Name	
	By: Authorized Agent of Contractor	
e e	Title	
· · · · · · · · · · · · · · · · · · ·	=	
SIJBSCRIBED and SWORN TO before me		
Thisday of	*	
NOTARY PUBLIC (SEAL)		

# CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

[contractor], d	oes hereby certify p	ursuant to Section 2-105	of the
Illinois Human Rights Act (775 ILCS 5/2-105) that [he, she, it] has a written sexual harassment			
policy that includes, at a minimum" the follo	owing information: (	i) the illegality of sexual	
harassment; (ii) the definition of sexual hara	ssment under State	law; (iii) a description of	sexual
harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal			
recourse, investigative and complaint proce	ss available through	the Department of Hum	an Rights
and Human Rights Commission; (vi) direction	ns on how to contac	t the Department of Hur	nan Rights
and Human Rights Commission; and (vii) pro	otection against reta	liation.	27
Firm Name			
	By: Authorized Agent	of Contractor	
	Title		
SUBSCRIBED and SWORN TO before me			
Thisday of			
28	<u>-</u> .		
NOTARY PUBLIC (SEAL)			

# [Contractors with 25 or More Employees]

# CERTIFICATE OF COMPLIANCE WTTII ILLINOIS DRUG FREE WORKPLACE ACT

, having 25 or more employees does hereby pursuant to section 3 of
The Illinois Drug-Free Workplace Act (30 ILCS 580/3) that [he, she, it] shall provide a drug-free
workplace for all employees engaged in the performance of work under the contract by complying
with the requirements of the Illinois Drug-Free Workplace further certifies, that [he, she, it] is not
ineligible for award of this contact by reason of debarment for a violation of the Illinois Drug-Free
Workplace Act.
Firm Name
By: Authorized Agent of Contractor
Title
SUBSCRIBED and SWORN TO before me
Thisday of
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NOTARY PUBLIC (SEAL)

#### **NON-COLLUSION**

AFFIDAVIT "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than: for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

(If an Individual) Signature of Bidder \_\_\_\_\_(Seal) Business Address \_\_\_\_\_ (If a Partnership) Firm Name \_\_\_\_\_(Seal) **Business Address** Of the Partners Of the firm (If a Corporation) Corporate Name \_\_\_\_\_ **Business Address** (Corporate Seal) Name of Officers: President \_\_\_\_\_ Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_ Attest: Secretary

Name of Bidder	
Date Certification of Bidder	
	and subject to all term and conditions herein, the es to the Board of Education, District 97 as specified uoted.
Name of Bidder:	
By:	
Title:	
Address:	
Phone/Fax:	
Date:	_
	Notary:
OAK PARK SCHOOL DISTRICT 97 260 W. MADISON STREET OAK PARK, ILLINOIS 60302	
By: Associate Superintendent of Education	
Date:	

#### **GENERAL CONDITIONS**

#### **SCOPE OF WORK**

The Landscape maintenance work consists of providing all labor, materials, equipment and all incidentals necessary to perform turf care, pruning, and care of bedded plants. A map of the Village of Oak Park is provided and maps of each site are included. Maps are for reference only not to calculate square footage of maintenance. The Bidder is responsible for familiarizing him/herself with the areas involved.

#### **MAINTENANCE RESULTS**

The expected results of this contract are described herein:

1. Healthy turf at all OP97 sites through the implementation of a higher standard of Maintenance, Integrated Pest Management, Fertility and Cultural Practices.

# **HERBICIDES AND PESTICIDES**

Use of Herbicides and Pesticides is not allowed.

# **SAFETY PRECAUTIONS**

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs necessary to prevent damage or injury.

#### SITE MAINTENANCE

The contractor at all times should keep the site free from accumulation of landscape waste materials or rubbish caused by his/her employees or work. In the case of a dispute, the Board may remove the rubbish and charge the cost to the Contractor.

# **PAYMENT**

Invoicing for contractual service shall be done on a monthly basis for month work is performed in. Upon presentation of an acceptable invoice, the District 97 shall pay the Contractual fee as agreed upon in the bid. If the Contractor fails to uphold any of the features of the contract, the District 97 may withhold the monthly payment until satisfied that the contract has been fulfilled.

#### LANDSCAPE MAINTENANCE

# **BASE BID SPECIFICATION:**

#### **TURF CARE:**

#### A. Mowing

- 1. Before mowing, paper and other debris shall be picked up and disposed of properly.
- 2. All turf areas shall be mowed as often as required, (approximately 10-day intervals), in order to maintain a turf height which is uniform and presents a finished appearance.

- Intervals shall be timed, so that no more than 1/3 of the grass blade is removed per cutting.
- 3. Mowing shall be achieved in such a manner that removal of grass clippings is not necessary. When clippings fall back on the turf, are matted and will cause injury to the turf, they must be removed. All pavement areas shall be left broom cleaned of all mowing debris.
- 4. All mowing equipment shall be in excellent operating condition, with all grass cutting edges sharp and in proper adjustment. Mowing equipment shall be operated in such a manner as to prevent damage to the turf, nearby trees, shrubs, ground covers, and structures.

# B. Thatch Layer

1. The thatch layer of the turf is to be inspected each year with a report of condition sent to the Senior Director of Buildings and Grounds by July 1<sup>st</sup>.

#### C. Aeration

1. All turf areas shall be aerated one (2) times as required and left in place. Aeration shall be accomplished with equipment that does not compress the soil.

# D. Leaf Mulching

Leaves on all turf areas shall be removed or mulched at each scheduled routine
maintenance visit. Mulching shall be accomplished by equipment specifically designed
for that purpose or by attachments to existing equipment. Mulching shall completely
pulverize the leaves to a fine residue that they will fall through the turf rather than lay
on the surface. Mulch only when the leaves are dry.

#### E. Trimming

1. All lawns shall be edge trimmed a minimum of twice per month during the growing season. This edging shall be accomplished along shrub beds, structures, planter boxes, curbs, walkways, signs, driveways, roadways and other pavements. The Contractor shall use mechanical means to accomplish such trimming.

#### F. Pruning

The vast majority of pruning shall be accomplished in the dormant months.

- 1. Pruning includes ground covers, shrubs, hedges, and low evergreen planting. It also includes pruning of shade trees and ornamental trees under 6" inches in caliper or under 15' in height. No tree surgery is included.
- 2. All plant material shall be inspected while performing other maintenance duties to determine need for pruning. Pruning should be completed at least once each month in accordance with these specifications.
- 3. All plant material shall be pruned in order to stimulate tight, natural growth. Remove dead, low hanging and broken branches, sucker growth, and bad crotches. Pruning

- should develop the natural form of each individual plant to assure the effect intended by the District.
- 4. Evergreen trees and shrubs shall be pruned only with a hand pruner to assure conserving their natural form.
- 5. In general, tools to be used should conform to accepted horticultural practices. The use of hedge trimming shears shall be prohibited except for trimming specified hedges.

#### G. Care of Bedded Plants

- 1. Existing plant beds shall be cultivated just prior to the application of mulch. The entire bed shall be covered with two (2) inches of a custom mix hardwood mulch in a dark brown color. Mulch shall be added to each bed every year as required to maintain two (2) inches of cover. If two (2) inches of mulch is not maintained or corrected within 10 days after notice of deficiency, the District will charge the contractor a one hundred dollar (\$100) per day penalty until correct depth is corrected.
- 2. All planting beds shall be kept weed free using mechanical methods.
- 3. All garden beds shall have a spade edge in the bed line.

#### H. Use of gasoline powered leaf blowers.

1. The Village of Oak Park is phasing out the use of Gas-powered leaf blowers. Please familiarize yourself with the Village of Oak Park regulations for gas-powered leaf blowers. More information can be found at the Village of Oak Park's website: https://www.oak-park.us/news/gas-powered-leaf-blowers-prohibited-beginning-2025

#### SCOPE OF WORK

# **Beye Elementary School**

Entire perimeter (excluding baseball / multi-purpose field) and all fence lines including both sides of baseball multi-purpose fence, player's box fence and vertical growth on the fence lines.

# **Brooks Middle School**

Entire perimeter and all fence lines and vertical growth on the fence lines.

#### **Hatch Elementary School**

Entire perimeter (excluding two baseball diamonds and multi-purpose field) and all fence lines including both sides of baseball fence, player's box fence and vertical growth on the fence lines.

# Holmes Elementary School

Entire perimeter (excluding baseball diamonds and multi-purpose field) and all fence lines including both sides of baseball fence, player's box fence and vertical growth on the fence lines.

# **Irving Elementary School**

Entire perimeter, all fence lines and vertical growth on the fence lines.

#### Julian Middle School

Entire perimeter, all fence lines and vertical growth on the fence lines.

#### Lincoln Elementary School

Entire perimeter including (2) interior courtyards, all fence lines and vertical growth on the fence lines.

# **Longfellow School**

Entire perimeter (excluding multi-purpose field) including (1) exterior courtyard and (1) interior courtyard, all fence lines and vertical growth on the fence lines.

#### Mann Elementary School

Entire perimeter, all fence lines and vertical growth on the fence lines.

#### Whittier Elementary School

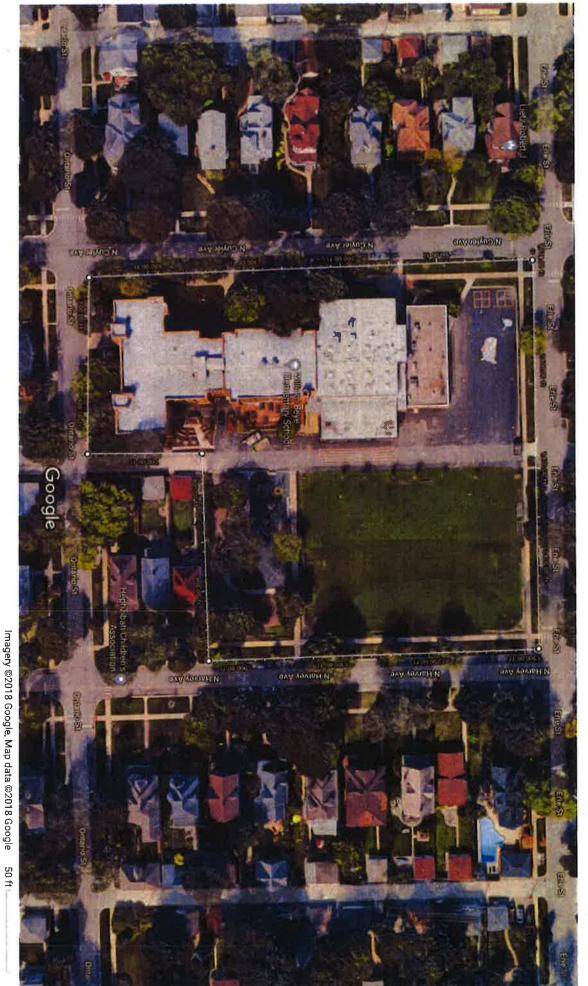
Entire perimeter (excluding two baseball diamonds and multi-purpose field) including (1) interior courtyard, all fence lines and vertical growth on the fence lines.

#### Administration Building

Entire perimeter including parking lot, parkways, planters, all fence lines and vertical growth on the fence lines.

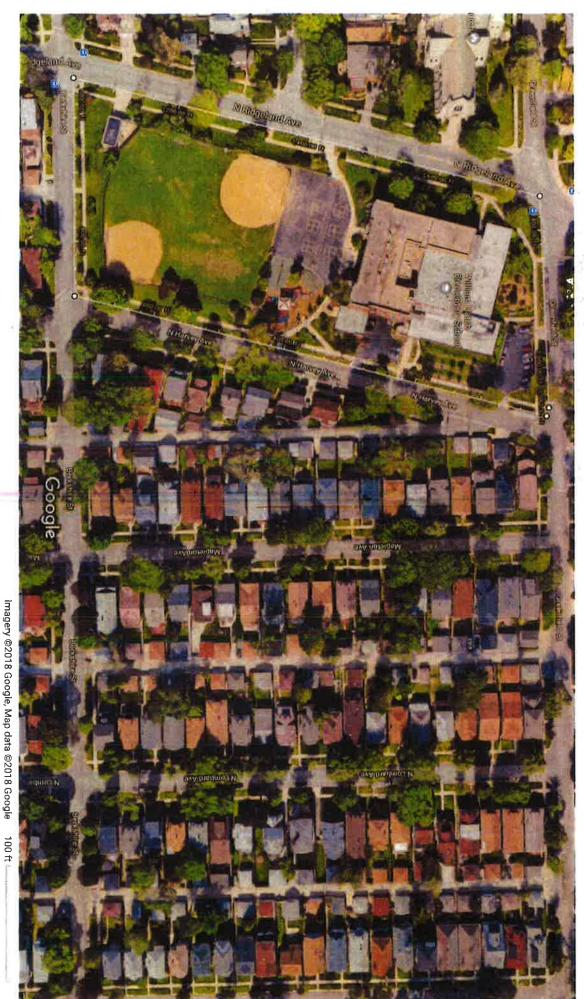
# **Maintenance Facility**

Entire perimeter including parking lot, parkways, all fence lines and vertical growth on the fence lines.



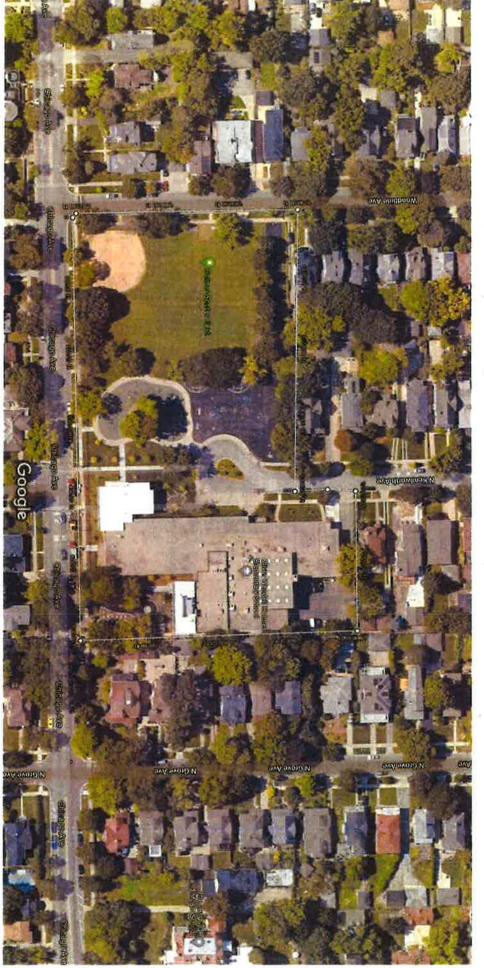
lmagery ©2018 Google, Map data ©2018 Google

Hatch ES, 1000 N Ridgeland, Oak Park, IL calculate footage of landscape services.



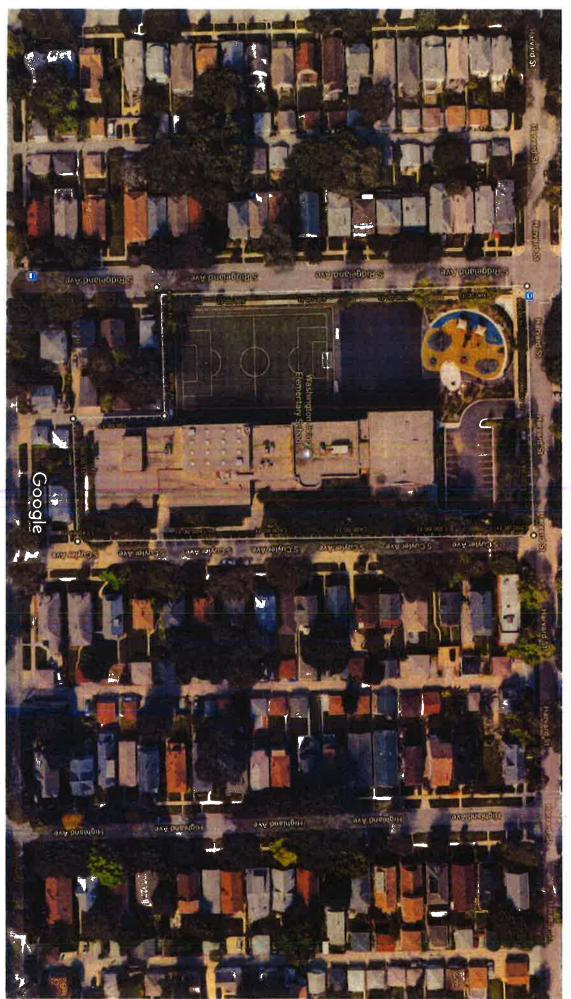
lmagery @2018 Google, Map data @2018 Google





Imagery ©2020 Maxar Technologies, Sanborn, U.S. Geological Survey, Map data ©2020 50 ft

Measure distance Total area: 211,113.57 ft² (19,613.09 m²) Total distance: 2,021.80 ft (616.24 m)



lmagery ©2018 Google, Map data ©2018 Google



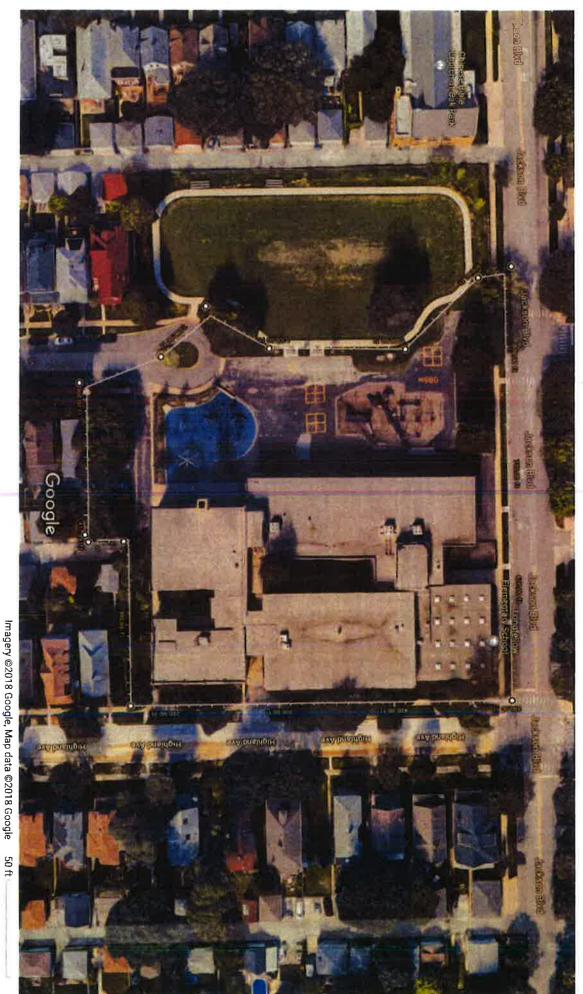
Lincoln ES, 1111 S Grove, Oak Park, IL services.

\*\*\*Maps are for reference only and are not to be used to calculate footage of landscape

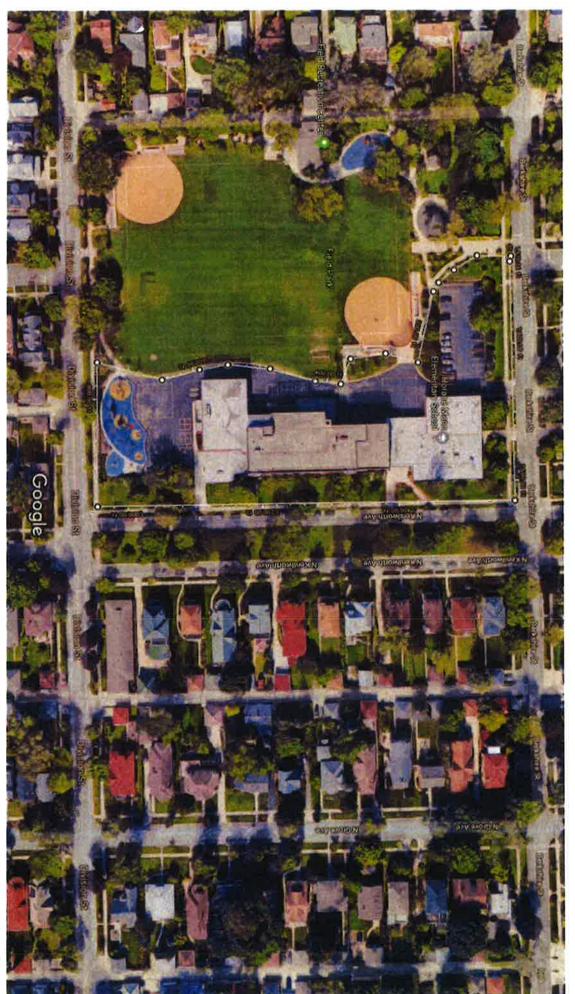


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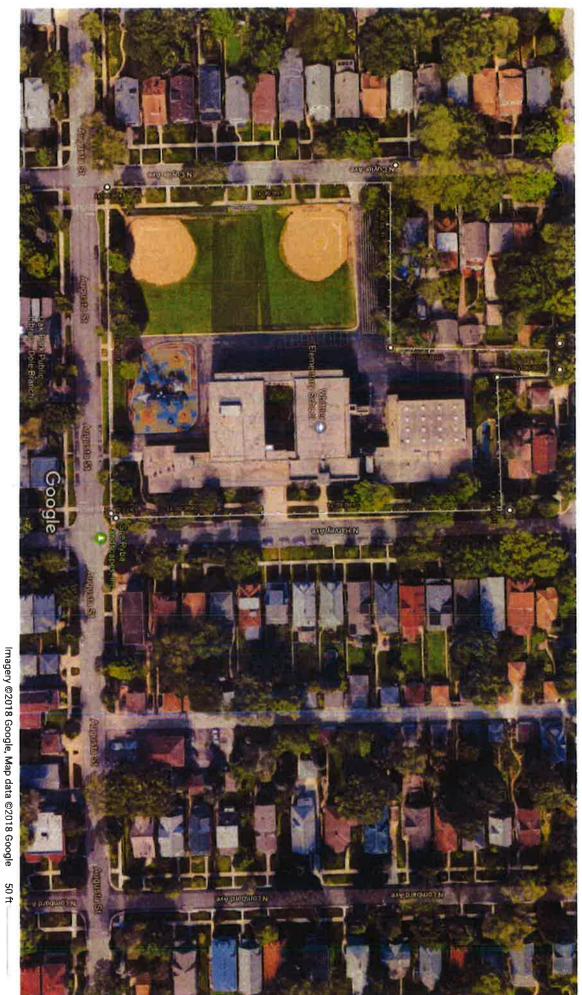
\*\*\*Maps are for reference only and are not to be used to calculate footage



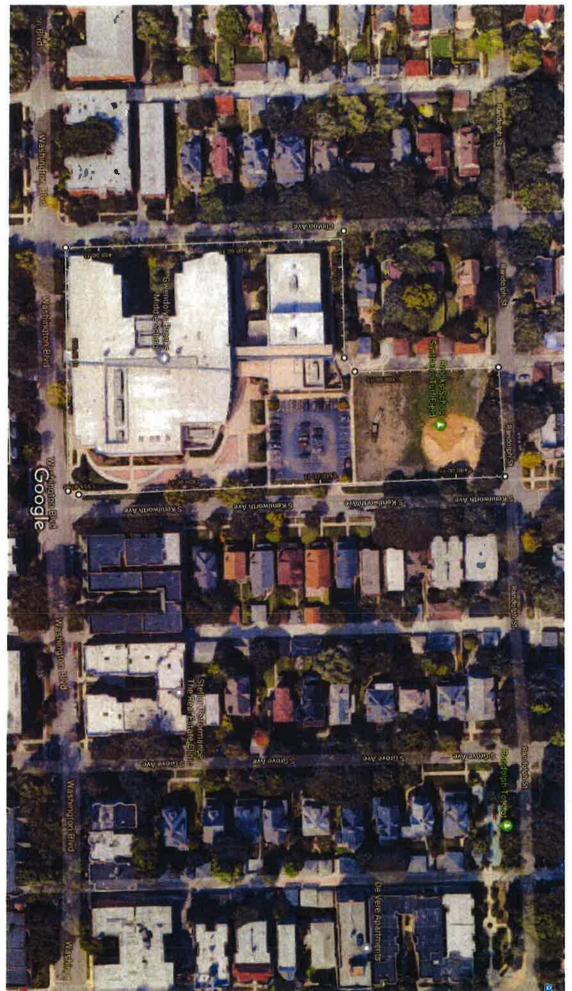
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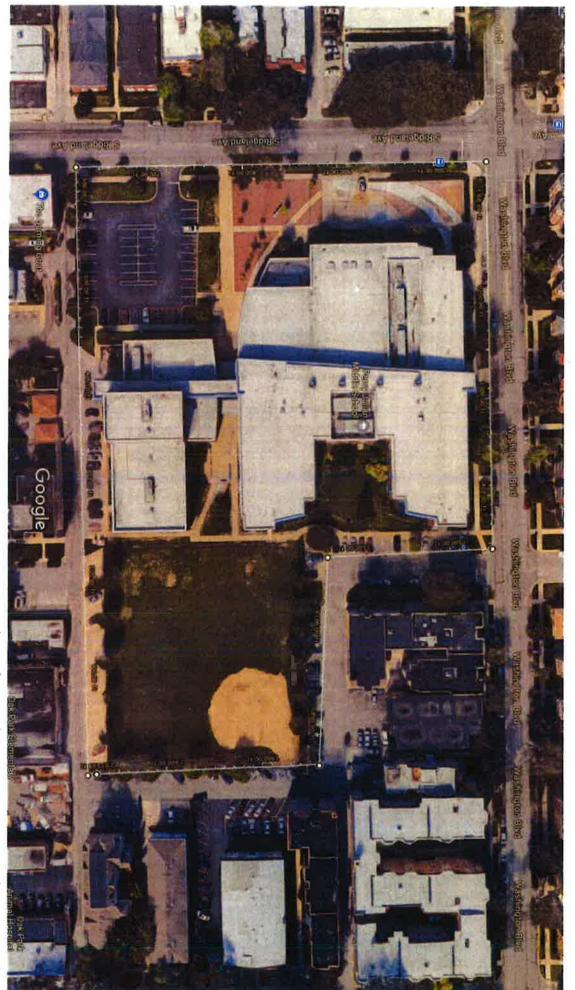
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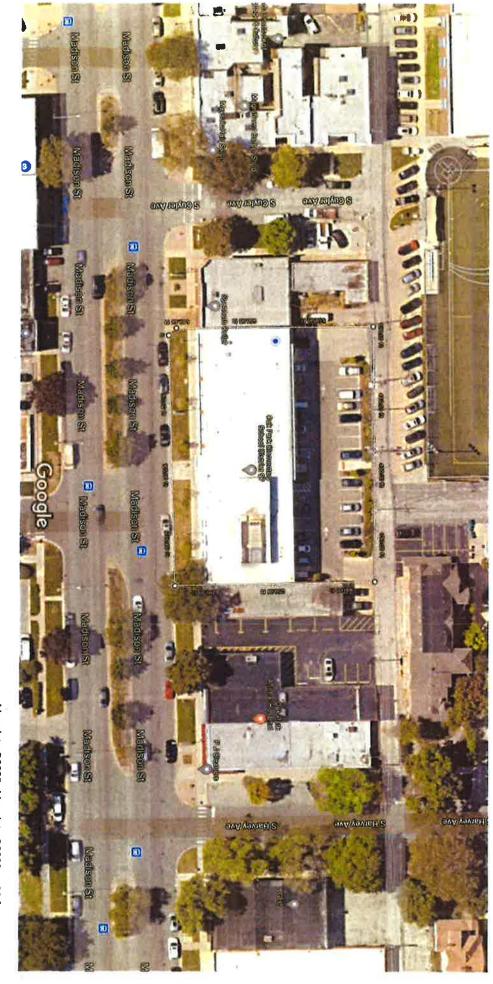


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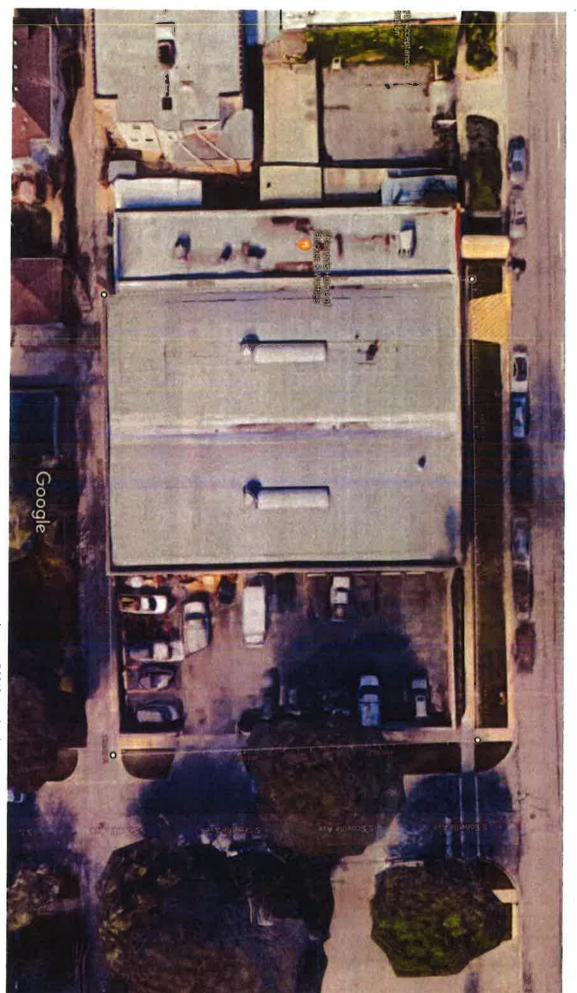
lmagery ©2018 Google, Map data ©2018 Google

# Google Maps Administration Building, 260 Madison, Oak Park, IL Landscape Services



Map data @2020 , Map data @2020 20 ft

Measure distance
Total distance: 649.46 ft (197.96 m)



lmagery ©2018 Google, Map data ©2018 Google

# Oak Park School District 97

