



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION

"Parks Make Life Better!"

Norma E. García-González, Director

Alina Bokde, Chief Deputy Director

April 07, 2026

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**SOLE SOURCE AMENDMENT NUMBER TWO TO AGREEMENT NUMBER 77748
FOR THE MANAGEMENT, OPERATION, AND MAINTENANCE OF
ARCADIA TENNIS CENTER AT ARCADIA COMMUNITY REGIONAL PARK
(SUPERVISORIAL DISTRICT 5) (3-VOTES)**

SUBJECT

Approval of the recommended actions will delegate authority to the Director of Parks and Recreation, or designee, to execute sole source Amendment Number Two to Agreement Number 77748 between the County of Los Angeles and iTennis, Inc. for the continued management, operation, and maintenance of Arcadia Tennis Center at Arcadia Community Regional Park.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the approval of Amendment Number Two to Agreement Number 77748 for the management, operation, and maintenance of Arcadia Tennis Center is not a project under the California Environmental Quality Act for the reasons stated in this Board Letter and in the record of the amendment.
2. Delegate authority to the Director of Parks and Recreation, or her designee, to negotiate and execute sole source Amendment Number Two to Agreement Number 77748 with iTennis, Inc., upon approval as to form by County Counsel, to extend the term for an additional period of six months, with an additional month-to-month option term not to exceed six months, for a maximum extension of 12 months and to add and/or change certain terms and conditions as required by your Board.
3. Authorize the Director of Parks and Recreation, or her designee, to execute future amendment(s) approved as to form by County Counsel to exercise the month-to-month extension option, suspend

or terminate the Agreement, or assign the Agreement, if deemed necessary, in accordance with the approved terms and condition of the Agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The County of Los Angeles (County) Department of Parks and Recreation (LA County Parks) owns Arcadia Park Tennis Center (ATC), located at Arcadia Community Regional Park, which is managed, operated, and maintained by iTennis, Inc. (iTennis) through a Board of Supervisors (Board) approved Concession Agreement Number 77748 (Agreement). Under this agreement, iTennis manages the ATC operations, including scheduling the use of the tennis and pickleball courts; providing lessons; coordinating and hosting tournaments; conducting community outreach programs, which include discounted or free programs and/or clinics intended to grow the game of tennis and pickleball; and managing the pro-shop.

On April 23, 2024, the Board approved a sole source amendment extending the Agreement for up to 24 months, set to expire on April 30, 2026, to allow time to release a Request for Proposals (RFP) for a new concession agreement. This RFP was subsequently cancelled because it did not yield any responsive or responsible proposals.

Approval of the recommended actions will further extend the existing agreement for an additional period and allow LA County Parks sufficient time to reissue a new RFP for the operation of the facility. The extension is necessary to ensure the uninterrupted management, operation, and maintenance of ATC while LA County Parks completes the RFP process. LA County Parks will work closely with County Counsel on the minimum mandatory requirements and scope of work to increase the number of eligible proposers. Furthermore, LA County Parks will increase its canvassing footprint by sharing the proposal via electronic mail to potential proposers nationwide who may not be registered with the LA County WebVen.

Implementation of Strategic Plan Goals

The recommended actions uphold the County's Strategic Plan Goals to Improve Health Outcomes, by promoting comprehensive, inclusive, culturally-responsive competent care, healthy lifestyles, and the improvement of physical health outcomes (North Star 1.A.ii); Job Creation, by supporting initiatives, projects, and partnerships that generate employment opportunities (North Star 1.B.iii); Small Businesses, by investing and supporting small businesses as they serve as the economic engines of our communities (North Star 2.E.ii); Manage and Maximize County Assets, by maximizing the use of County assets, guide strategic investments (including real estate and space management) in ways that are fiscally responsible and align with the County's highest priority needs (North Star 3.G.ii).

FISCAL IMPACT/FINANCING

In consideration of the recommended actions, iTennis will continue to pay the applicable minimum monthly rent and/or percentage of the total gross receipts, whichever is higher, as established by the Agreement.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Board is authorized by the provision of Government Code Section 25907 to lease County park property for services and property improvements consistent with public park and recreation

purposes. The proposed amendment is consistent with said purposes.

Pursuant to the Changes and Amendments section of the Agreement, the Agreement may be amended only by further written agreement between the parties. Any such modification shall not be effective unless and until executed by iTennis and in the case of County, until approved by the Board. The recommended action will allow the Director, or designee, to negotiate and execute an amendment to the Agreement upon approval as to form by County Counsel, to extend the Agreement term and add and/or change certain terms and conditions as required by your Board.

ENVIRONMENTAL DOCUMENTATION

The proposed approval of the amendment to Agreement Number 77748 is not subject to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by section 21065 of the Public Resources Code and section 15378(b) of the State CEQA Guidelines. This proposed action is an organizational or administrative activity of government which will not result in direct or indirect physical changes to the environment.

CONTRACTING PROCESS

On March 13, 2012, the County entered into Agreement Number 77748 with iTennis for the management, operation and maintenance of the ATC, set to expire April 30, 2024. On April 23, 2024, the Board approved a sole source amendment extending the Agreement for up to 24 months to allow time to prepare and release an RFP for an operating agreement covering both the ATC and the La Mirada Tennis Center (LMTC). The Agreement is currently scheduled to expire on April 30, 2026.

On October 22, 2025, LA County Parks released an RFP for the management, operation, and maintenance of ATC and LMTC. A notice was posted on the County's "Doing Business with Us" website, including a link to download the RFP package and bilingual instructions on how to contact LA County Parks regarding the RFP. The RFP was intended to solicit an operator to manage both tennis centers.

A total of four proposals were received in response to the RFP. However, none of the proposals were found to be responsive or responsible. All four proposals were disqualified for failing to meet the Minimum Mandatory Requirements, including the omission of required documentation as specified in the RFP. As a result, the RFP was cancelled.

Pursuant to Board Policy 5.100, Sole Source Contracts, on February 11, 2026, LA County Parks sent the Notification of Intent to Negotiate a Sole Source Amendment to Agreement with iTennis, Inc. to notify the Board of its intent to enter into negotiations for a sole source extension agreement with iTennis, Inc. Due to the recent failure of the RFP to yield responsive or responsible proposals, cancellation of the RFP, and the need to re-release the RFP, LA County Parks submitted this notification after the required timeframe.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these actions will ensure continued services to the public by the operator of the ATC.

CONCLUSION

It is requested that two adopted copies of the action taken by the Board be forwarded to LA County Parks.

Should you have any questions please contact Mr. Ruben Egoyan at (626) 588-5266 or via email at btovar@lacounty.parks.gov, or Mr. Ruben Lopez at (626) 588-5278 or via email at rlopez@parks.lacounty.gov, or Ms. Johanna Hernandez at (626) 588-5370 or via email at bjl@parks.lacounty.gov.

Respectfully submitted,



Norma E. Garcia-Gonzalez

Director

NEGG:AB:MRRL:BT:RE:AR:rc

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors



COUNTY OF LOS ANGELES BOARD OF SUPERVISORS POLICY 5.100 SOLE SOURCE CHECKLIST

Department Name: _____

- New Sole Source Contract
- New Sole Source Contract for Replacement of Existing Services, or Amendments for Extension of Contracts for Existing Services
- Date Existing Contract First Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS TO EXTEND CONTRACTS Identify applicable justification and provide documentation for each checked item.
<input type="checkbox"/>	➤ Only one single source for the service exists.
<input type="checkbox"/>	➤ Compliance with applicable statutory and/or regulatory provisions.
<input type="checkbox"/>	➤ Compliance with State and/or federal programmatic requirements.
<input type="checkbox"/>	➤ Services provided by other public or County-related entities.
<input type="checkbox"/>	➤ Services are needed to address an emergent or related time-sensitive need.
<input type="checkbox"/>	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
<input type="checkbox"/>	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance services and/or support services agreements are required on equipment and/or software, which must be serviced by the original manufacturer, software provider, or an authorized service representative.
<input type="checkbox"/>	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Approved by:

Montessa Duckett

Chief Executive Office

Date