

# Virgin Islands Housing Authority

## St. Thomas

9900 Oswald Harris Court  
St. Thomas, VI 00802-3100  
Telephone: 340-777-8442  
Fax: 340-775-0832

Website: [www.vihousing.org](http://www.vihousing.org)



## St. Croix

9299 Estate Slob  
Kingshill, VI 00850  
Telephone: 340-778-8442  
Fax: 340-773-3054  
TDD Line: 340-778-5245  
Email: [exec@vihousing.org](mailto:exec@vihousing.org)

*Office of the Executive Director*

Dear Vendor:

The Virgin Islands Housing Authority (VIHA) cordially invites you to present your firm as a potential candidate for providing your products/services. It is the policy of VIHA to solicit qualified vendors and ensure they are afforded the maximum opportunity to participate in our contracting and procurement program. Accordingly, please find enclosed/attached our Vendor Application Package with fillable fields for completion by your firm.

Please be advised that VIHA is soliciting new vendors as well as updating information previously received from current vendors. This is an opportunity for your firm to be considered as Request for Quotes, Request for Proposals and Invitation for Bids are released. Upon release of these opportunities that are within your firm's scope of services or product line (as indicated in your Vendor Application Package), you will be notified and provided a chance to compete with similar firms. Therefore, it is imperative that you fully complete the information and return the Vendor Application Package to the contact listed below:

Melissa Williams  
Administrative Assistant  
Virgin Islands Housing Authority  
Procurement Department  
9900 Oswald Harris Court  
St. Thomas, VI 00802-3100  
Email: [mwilliams@vihousing.org](mailto:mwilliams@vihousing.org)

Please feel free to contact Ms. Williams, if you have any questions or require additional information.

On behalf of the entire organization, I would like to thank you in advance for your continued interest and support in VIHA.

Sincerely,

Dwayne Alexander, CPM  
Executive Director

3/5/24  
Date

